

CORRECTION/CHANGE OF ADDRESS

Please Check One:
Faculty/Staff _____
*Student _____

***Note to Students:** This change of address will be made in the payroll system only.
You must also update your address in SIS in order for the change to be permanent.

Employee ID Number: _____

Name _____

Department Name _____

Address _____

City _____ **State** _____

Zip Code _____

Phone (_____) _____ -- _____

Effective Date _____

Return to:

Students: Payroll, 6th Floor Eastman

Or

Student Employment Office, A350 Union

Faculty/Staff: Human Resource Department, 5th Floor Eastman