

## Personal Information Changes

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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#### I. **General**

In order for accurate personnel files to be maintained, employees should promptly update any personal information changes by personally making the change online through the Employee Self Service Module in the UTShare system, or by reporting changes to the Office of Human Resources. Applicable changes may include updates to address, telephone numbers, emergency contacts and bank information.

#### II. **Name Changes**

To initiate a name change, the employee must provide a new social security card listing the new name to the Office of Human Resources. After the name change has been entered into the UTShare system, the employee will be able to request a new Mav Express identification card from the Mav Express office.

#### III. **Address Changes**

Employees should make address changes online through the Employee Self Service module in the UTShare system or the change can be submitted in writing to the Office of Human Resources and must include the employee's name, Employee ID (1000 number), new address, and zip code.

#### IV. **Telephone Number Changes**

Employees should make telephone number changes online through the Employee Self Service module in the UTShare system, or changes can be submitted in writing to the Office of Human Resources, and must include the employee's name and Employee ID.

**V. Changes in Education Level**

Employees should make changes in Education Level online through the Employee Self Service module in the UTShare system or changes can be reported to the Office of Human Resources by submitting an official copy of the employee's certificate, diploma, degree, or transcript indicating the level of educational achievement.