SECTION: Human Resources NUMBER: A-001-02-0003

AREA: Employment DATE: 6/1/2018

SUBJECT: Change of Address REVIEWED: 12/13/2022

I. PURPOSE

In administering the institution, it is necessary for all records to be updated to reflect the current address of each employee.

II. POLICY

A. Notification

As soon as feasibly possible, each employee should notify the Human Resource Department of a change of address. Terminated employees, for the period including the current tax year, must keep the Human Resource Department aware of address changes for purposes of mailing tax information.

B. Process

- 1. Employee is to notify the Human Resource Department of the change of address as soon as possible.
- 2. The Human Resource Department will have the employee fill out a new W-4.
- 3. The completed change of address form will be forwarded to the following offices:
 - a. Accounts Payable
 - b. Accounts Receivable
 - c. Development
 - d. Central Operations
 - e. Student Records (Students)
- C. The Human Resource Department will notify benefit carriers of the employee's change of address if applicable.
- D. The Human Resource Department will update the Campus Payroll system to reflect the change of address.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

| IV. APPR | OVAL | | |
|-----------|---------------------------|--------|--|
| Approved: | | Date : | |
| | President | | |
| Approved: | | Date: | |
| | Chair / Board of Trustees | | |