



RIVER DELTA UNIFIED SCHOOL DISTRICT

EMPLOYEE CHANGE OF ADDRESS/NAME CHANGE

Please provide all information below to accurately update your personnel and payroll records. Forms with missing information will be returned.

CURRENT NAME ON RECORD: _____
FIRST MIDDLE LAST

SITE/DEPT: _____ POSITION: _____

PERSONAL EMAIL ADDRESS: _____

I am requesting the following update to my personnel and payroll records

- Name Change
 Address Change
 Phone Number Change

Signature

Date

NEW INFORMATION:

Complete only information that is being requested to be updated.

PHYSICAL ADDRESS: _____
STREET CITY ZIP

MAILING ADDRESS: _____
STREET CITY ZIP

PHONE: _____ CELL / HOME _____ CELL / HOME _____ CELL / HOME

NEW NAME: _____
FIRST MIDDLE LAST

The Social Security Administration has directed that payroll records cannot be changed until an employee presents a Social Security Card showing the new legal name. Therefore, the RDUSD Personnel Department requires that you present your new Social Security Card to change your name along with completion of a new I-9 form.

DISTRICT OFFICE USE ONLY

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Personnel Department | <input type="checkbox"/> Aeries | <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Payroll/Benefits |
| <input type="checkbox"/> QSS | <input type="checkbox"/> Seniority List* | <input type="checkbox"/> QSS | <input type="checkbox"/> CalPERS |
| <input type="checkbox"/> Frontline | <input type="checkbox"/> Evaluation List* | | <input type="checkbox"/> Dental |
| <input type="checkbox"/> EIR | <input type="checkbox"/> Admin Notification email* | | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Staff List | <input type="checkbox"/> Credential List* | | |
| <input type="checkbox"/> Employment File | | | |
| <input type="checkbox"/> Datapath* | | | |
| <input type="checkbox"/> Catapult* | | | |

*Depending on information being changed some items in Personal Department will not be affected