

## Change in Personal Information

Employees are responsible for notifying the Human Resources and Payroll Department **on a timely basis** of any changes in personal status that change benefits enrollment or contact.

Relevant changes include:

- Name change
- Change in address (home or campus)
- Change in telephone number (home, cell or campus)
- Change in marital status
- Emergency contact
- Change in beneficiary
- Change in dependents
- Change in tax withholding
- Change in immigration status

TitanConnect Self-Service can be used to change campus address, telephone numbers, and an emergency contact. Report other changes to the Human Resources Department in writing **by completing the Change in Personal Information form**. For changes in benefit status, i.e. adding dependents due to marriage, birth or adoption, these changes must be made within thirty days of the event. **Failure to meet this deadline will delay the change until the next open enrollment period.** Additional documentation may be required to process changes in benefit status, such as a birth certificate or a marriage license. A change in an employee's name must appear the same as it appears on the employee's social security card.

[Change in Personal Information Form](#)