

Western Connecticut State University
Change of Employee Address/Name /Emergency Contact

Employee Name: _____

ADDRESS CHANGE:

New Address: _____

New Telephone No: _____

Please Note: If you are enrolled in any of the following programs: MetLife, Liberty Mutual Insurance Company or a Credit Union the employee must contact them to notify them of address changes.

UPDATE EMERGENCY CONTACT INFORMATION:

Name: _____

Address: _____

Telephone: _____

Relationship: _____

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| <p>For Office Use Only – Address Change</p> <ul style="list-style-type: none"><input type="checkbox"/> Core-CT Dependent Data: change dependents address (Check button that links all addresses)<input type="checkbox"/> Banner - PPAIDEN<input type="checkbox"/> CO-931 form (FT Faculty & Staff & PT Lecturers/Adjuncts Only - Does not apply to UA's; GA's or Student Workers)<input type="checkbox"/> TIAA-CREF Retirement (if applicable) Employee must call TIAA-CREF 1-800-842-2776 (former accounts only)<input type="checkbox"/> Send e-mail to Fiscal Affairs (Tammie Battista and Carol Pepe)<input type="checkbox"/> Lecturers, Part-time Coaches and Counselors Only – Copy of Change form to Lisa H. |
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NAME CHANGE:

New Name: _____

Please Note: A copy of the employee's new Social Security card is required for Name Change.

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| <p>For Office Use Only – Name Change:</p> <ul style="list-style-type: none"><input type="checkbox"/> Banner – PPAIDEN<input type="checkbox"/> CO-931 form (FT Faculty & Staff & PT Lecturers/Adjuncts Only - Does not apply to UA's; GA's or Student Workers) |
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| <p>For Office Use Only</p> <p>Other Items Possibly Needing Change: Marital Status (Core-CT and tax status)
Beneficiary Changes (retirement, group life insurance)</p> <p>Address Change Core-CT Path: Adm. Wkforce, Adm. Wkforce (GBL), Use, Personal Data, Address History, Add a row.
Dependent Data Path: Adm. Wkforce (GBL), Use, Dependent Data, Address</p> <p>Name Change Path: Adm. Wkforce, Adm. Wkforce (GBL), Use, Personal Data, Name History, Add a row to Name History Block.
Emergency Contact Path: Adm. Wkforce, Adm. Wkforce (GBL), Use, Emergency Contact</p> |
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