

Human Resources

To change your name, home address, phone number (home or campus), please complete the appropriate sections and return this form to Human Resources.

INSTRUCTIONS - Please Type or Print Clearly

- ⇒ Complete Section 1 - Complete all boxes
 - You must include your Social Security Number or Employee ID (do NOT provide WIN)
 - Indicate your employee type (NOTE: IF you are a **student employee**, you must **also change your address on Banner** via the Registrars Office)
- ⇒ Complete Section 2 – Fill in all appropriate boxes
- ⇒ Complete Section 3 - Sign and date the form
 - If you are submitting this form as an e-mail attachment, please type your name and date (this will serve as your signature)
- ⇒ Submit signed, completed form to Human Resources
 - FAX to 269-387-3441 **OR**
 - Mail to HR at 1300 Administration Building – 5217 **OR**
 - Send as an e-mail attachment to hr-hris@wmich.edu

SECTION 1 – Please complete all boxes

NAME (as currently shown on WMU employee records) Last	First	MI
SOCIAL SECURITY NO		Employee ID
EMPLOYEE TYPE <input type="checkbox"/> REGULAR EMPLOYEE <input type="checkbox"/> RETIREE		
<input type="checkbox"/> TEMPORARY EMPLOYEE <input type="checkbox"/> STUDENT EMPLOYEE (change Banner also)		

SECTION 2 – Please complete appropriate areas

NEW Name Complete ONLY if NEW name	LAST	
	FIRST	
	MI	
NEW Home ADDRESS	Street	
	City	
	State / Zip	
	Include in Campus Directory?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
NEW HOME Phone Number		
	Unlisted?	<input type="checkbox"/> YES <input type="checkbox"/> No
NEW CAMPUS Phone Number		

SECTION 3 – Sign Name and Date

Signature	Date
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For HR USE only:

- Phone Request
- E-mail Request

Taken by:
Entered by:

Date: