Santa Clarita Community College District College of the Canyons EMPLOYEE INFORMATION / CHANGE NOTICE

	New Employee	Existing Employe	e Change Notice	
	Administrator	Adjunct Faculty	Adult Hourly	
	Full-Time Faculty	Full-Time Classified	College Assistant	
Employee Name:			Extension:	
SSN:			Date of Birth:	
ADDRESS/TH	ELEPHONE:			
Residence Street Address/Apt No:				

Residence Street Address/Apt No:	
City/State/Zip:	
Residence Telephone Number(s):	
(Optional) Residence E-Mail Address:	
(Optional) Cell Phone:	

EMERGENCY CONTACT:

Name:	Relationship:	
Telephone (Home):	Telephone (Business):	
Name:	Relationship:	
Telephone (Home):	Telephone (Business):	

The District MIS (Datatel) system provides space for only one emergency name and one telephone number—check your preference of home or business number. Additional emergency contract(s) and telephone numbers listed will be kept in employee's personnel file.

NAME CHANGE:

New Name:

For a name change to be entered in County/District Payroll, District Human Resources and MIS (Datatel) records, a new Social Security card in the new name must be submitted to the Human Resources Office with an executed copy of this form. It is employee's responsibility to contact the Benefits Technician and Payroll Department to formalize any benefits, beneficiary or withholding changes resulting from marital status/name changes.

EDUCATIONAL ACHIEVEMENT UPDATE:

Degree/Cert/Major. Date:	Institution:	Degree/Cert/Major:	Date:
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Degrees/certificates earned post-hire that you want recorded in your personnel file and the District MIS (Datatel) system must be accompanied by original transcript.

INFORMATION ACCESS:

The Human Resources Office will not release your address, telephone or other personal information to anyone without your written and signed authorization. Your supervisor, manager, and Payroll do have access to certain personnel file information, and copies of this form will be distributed as indicated below.

Your information will entered into the District MIS (Datatel) system. If you wish a "do not release" notation to appear in your MIS-Datatel record, which will prevent staff without access from viewing personal information, check here:

Date Form Completed:	Effective Date of Change (if applicable):	
EMPLOYEE SIGNATURE:		
Do no	ot write below this line	
Datatel Input completed: date/by:	Excel input completed: date/by:	
Distribution: Personnel File Pavroll	Executive Administrator Supervising Administrator Employee	