

Updating Your Contact and Personal Information

	Address, Phone, or Email Change	Name Change Employee	Name Change Dependent	Gender Change Employee	Gender Change Dependent
Contact Information	Contact your HR Department.	Contact your HR Department.	Contact benefits@auhsd.us for instructions and appointment.	Contact your HR Department.	Contact benefits@auhsd.us for instructions and appointment.
Required Documents	• HR Change of Address form <i>(Completed HR form is forwarded to the benefits and payroll departments)</i>	• HR documents <i>(Completed documents are forwarded to the benefits and payroll departments)</i>	• New Driver's License • New Social Security card • Court Order for dependents without a Driver's License	• HR documents <i>(Completed documents are forwarded to the benefits and payroll departments)</i>	• New birth certificate • Court Order • New Social Security card
Change Time frame	As soon as possible. <i>(Completed HR form is forward to the benefits and payroll departments)</i>	As soon as possible. <i>(Completed HR forms and documents are forward to the benefits and payroll departments)</i>	Immediately after receipt of updated documents listed above.	Immediately after receipt of new birth certificate or court order and Social Security card.	Immediately after receipt of updated documents listed above.
Beneficiary Form	None	Consider updating: • Group life insurance - <i>contact the Benefits department</i> / • Final paycheck - <i>contact your HR department</i> • Retirement/Pension - <i>contact CalSTRS or CalPERS, 403b</i> / • Voluntary plans - <i>contact your carriers, i.e. American Fidelity</i>			
Tax Withholding	None	When you have a life change sometimes you may need to change your tax withholdings. Contact your payroll department to assist you with the proper forms.			