



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7105

PAGE: 1 OF 3

CATEGORY: **Personnel, Employee Records**

EFFECTIVE: **1-29-62**

SUBJECT: **Employee Name and Address Changes**

REVISED: **4-29-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing:
 - a. Reporting and processing changes in employee name, address, or telephone number.
 - b. Maintaining confidentiality of employee addresses and telephone numbers.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1200, I-1700.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Payroll Unit, Fiscal Control Department, Finance Division, Administrative/Operational Support.
2. **Each employee shall:**
 - a. Keep an accurate and current name, address, and telephone number on file with the district and notify the Payroll Unit of any change in this information as soon as known. (Forms are available in school and department offices.)
 - b. Provide a street address if a post office box is used as the mailing address. (Employees may not indicate their work location as their mailing address.)
 - c. Employees who have changed their name must present a corrected social security card with their new name in order to change their name with the district
3. **The Payroll Unit shall:**
 - a. Maintain records for use in mailing information and contacting employees.
 - b. Monitor production of mailing labels to ensure that they are used only for:
 - (1) Official district business.
 - (2) Exclusive representatives of employees (for employees in their bargaining unit only).

- (3) Other governmental agencies having official legislative need to communicate with district employees.
4. **A school or department**, when preparing and distributing lists of employees, shall not include the home address and/or telephone number of any employee who has requested that these items be kept confidential.

D. IMPLEMENTATION

1. Address or Telephone Number Change

- a. **Employee** submits completed "Address or Name Change Notice" (E.1.) to school or department where employed; if employee does not want phone number and/or home address released to non-district personnel, marks form accordingly.
- b. **School or department** records change; sends original and copies to Payroll Unit.
- c. **Payroll Unit**
 - (1) Checks completeness of information; inputs changes to employee data base; *if an address or telephone number changes*, forwards appropriate copy of form to Fiscal Control Department for use in mailing pay warrants and/or savings bonds.
 - (2) Coordinates issuance of mailing labels and listings of employee addresses and telephone numbers.

2. Name Change

- a. **Employee** immediately contacts his/her local Social Security office to apply for a corrected card; brings corrected Social Security card to Payroll Unit.
- b. **Payroll Unit** checks Social Security card against picture identification and verifies name change; inputs change to employee database; copies Social Security card with reference to prior name to File Section, Personnel Administration Department, Human Resource Services Division, Administrative/Operational Support.
- c. **File Section** files copy of Social Security card in employee's personnel folder and makes appropriate name change to file.

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PAGE: **3 OF 3**

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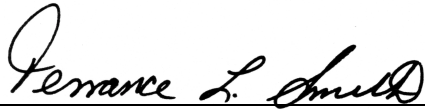
REVISED: **4-29-99**

E. FORMS AND AUXILIARY REFERENCES

1. Address or Name Change Notice, Stock No. 22-A-1201.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education