

EMPLOYEE INFORMATION CHANGES

NAME & ADDRESS CHANGE _____ NAME CHANGE ONLY _____ ADDRESS CHANGE ONLY _____
(Please check one of the following)

EMPLOYEE NAME _____
(AS IT APPEARS ON YOUR SOCIAL SECURITY CARD)

PREFERRED NAME: _____
This will be your LOGIN ID to Boise State computer system and E-mail. (Example: John Alan Smith known as *alansmith*, Joseph Jones known as *joejones*).

EMPLOYEE SSN _____ EMPLOYEE ID# _____

NEW ADDRESS _____

CITY _____ ST _____ ZIP _____ NEW PHONE (____) _____

FORMER NAME (IF NAME CHANGE) _____

*If you are changing your name, you must complete this form and show your Social Security Card to Human Resource Services.

***Please update my user name and BroncoMail address to my new/preferred name.**

NOTE Employees with a student BroncoMail account: By checking this box your current BroncoMail account will be deleted. (Example JohnDoe@mail.boisestate.edu). All stored mail will be lost.

To change any computer account user name, (Example, Groupwise, etc.), fill out and submit an **Account Request form** with your updated information to the HELP DESK. The process will take 24-48 hours to complete upon submission. Please contact the HELP DESK at 426-4357 or you can access the **Account Request form** directly on the Office of Information Technology Website at <http://oit.boisestate.edu/accountrequest> **STUDENTS:**

IS THIS YOUR PERMANENT ADDRESS? () YES () NO

IF NO PLEASE LIST PERMANENT ADDRESS BELOW:
ADDRESS _____

CITY _____ ST _____ ZIP _____

For HRS Use Only

RETIREMENT:

IPOPS _____ PS _____

TIAA-CREF _____

VALIC _____

INSURANCE:

OGI _____

NAME CHANGES:

ATTACH COPY OF SOCIAL SECURITY CARD _____

BUDGET _____

BRONCO MAIL:

*Noreen Camacho (if box is checked) _____

FILE _____

ACCESS _____

OIT, MS1410 _____

GIVE COPY OF SOCIAL SECURITY CARD AND BENEFIT FILE TO BENEFIT ASSISTANT _____

Processors: Initial each line when completed.