



Employee Status Change Form

For Benefit Plan Status and
Personal Data Changes

Employee Name (Print or type) _____

For

Employee ID _____

Pay Period

Department Name _____

Date of Change (Event Date) _____

Personal Data Change – Proof Required for Name Change. Attach copy of Social Security Card.

Name Change _____

(Former Name) _____

Address Change _____

City, State, ZIP Code _____

New Mailing Address (If different from above) _____

New Home Phone (Include Area Code) _____

New Emergency Contact Phone Number (Include Area Code) _____

Benefit Plan Status Change – Submit to Central Human Resources with required attachments.

Type of change:

- Marriage (**Marriage Certificate required**)
- Divorce (**Divorce Decree required**)
- Birth or adoption of child (**Adoption papers required**)
- Death of spouse or dependent (**Death Certificate required**)
- Taking unpaid leave of absence for myself or spouse. (**Proof of Leave of Absence required**)
- Termination or commencement of employment of spouse. (**Proof of employment change required**)
- Significant change in health coverage for myself or spouse because of spouse's employment. (**Proof of coverage change required**)
- Other (Describe): _____

Type of action:

- I wish to enroll, add, or delete dependents.
- I wish to change my Plan Elections.

Employee's Signature

Social Security Number

Date

Comments: _____

Pay Period & Date Processed

Processor's Initials

Effective Date

Instructions and Procedures Employee Status Change Form (ESC)

All of the following information is required for any change.

- Employee ID
- Employee Name
- Pay Period
- Date Of Change (Event Date)
- Department Name
- Social Security Number

Personal Data Changes

- Employee fills in only those items that are changing.
- For change in name, the department representative secures a copy of the Social Security card, attaches it to the form, and forwards to Central HR for processing.

All other personal data changes in this area of the form are processed and maintained by the department.

Family Status Changes

- Employee checks appropriate boxes and provides required documents.
- Department representative checks form for completeness and insures appropriate documents are attached.
- Department representative forwards form and attachments to Central HR for processing.

Supplemental Information

- Employee signs and dates form for any changes on the form.
- The **Employee Status Change (ESC)** form is a Human Resources Department form and will be available through Printing Services.