

SOLANO COMMUNITY COLLEGE DISTRICT

**REPORTING PERSONAL DATA CHANGES TO THE HUMAN
RESOURCES DEPARTMENT**

4120

POLICY: Employment and pay records are of vital importance to both the employee and the District and must contain information which is accurate. Employees are responsible and shall notify the Human Resources Department in writing within fifteen (15) business days to record changes in name, address, telephone number, beneficiary for retirement benefits, marital status, dependent changes or any other pertinent information affecting employment, pay records, and health and welfare benefits.

Failure to notify the District within fifteen (15) business days will result in recovering any financial loss, if appropriate.

**REFERENCES/
AUTHORITY:**

Solano Community College District Governing Board

SLD/zg

BP 4120

ADOPTED: May 19, 1982

REVISED: February 18, 1987

January 21, 2004