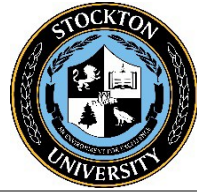


STOCKTON UNIVERSITY



PROCEDURE

Changes in Employee Personal Status

Procedure Administrator: Associate Vice President for Human Resources

Authority: N.J.S.A. 18A:64-8

Effective Date: September 11, 1974, February 3, 1975, May 30, 2009, September 21, 2010; December 29, 2018; June 23, 2022

Index Cross-References: Procedure 6395: Personal Records of Employees

Procedure File Number: 6134

Approved By: Dr. Harvey Kesselman, President

When an employee's personal status has changed such as marriage, childbirth, etc., the employee should review and change, as necessary or appropriate, their personnel records as follows:

- Retirement Program beneficiary.
- Group Term Life Insurance beneficiary.
- Withholding Exemption Certificate (W-4) if there is a change in name or exemptions.
- Health and Dental benefit elections if there is a name change or a change in family coverage.
- Change of address.

The employee should contact the Office of Human Resources to make the appropriate changes and receive assistance in processing these changes.

Review History:

	Date
Procedure Administrator	03/09/2022
Divisional Executive	04/04/2022
General Counsel	04/26/2022
Cabinet	06/20/2022
President	06/23/2022