

STOCKTON UNIVERSITY



PROCEDURE

Changes in Employee Personal Status

Procedure Administrator: Associate VP for Human Resources
Authority:
Effective Date: September 11, 1974, February 3, 1975, May 30, 2009, September 21, 2010; December 29, 2018
Index Cross-References: Procedure 6395: Personal Records of Employees
Procedure File Number: 6134
Approved By: Harvey Kesselman, President

When an employee’s personal status has changed such as marriage, childbirth, etc., the employee should review 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
- Medical insurance forms if there is a name change or a change in family coverage

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

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018