

**SUNY Schenectady County Community College
Human Resources Office 518-381-1218**

PERSONAL INFORMATION CHANGE FORM

If your personal information has changed, please complete this form and return it to the Human Resources Office, Elston Hall, Room 511.

Today's date _____ Effective date _____

Name _____ Employee ID # _____

Office/Department _____

Check one: Professional CSEA P/T Professional Adjunct Faculty

Fill in all that apply:

Former Information

Former Name _____

Former Address _____

City/State _____ Zip _____

Former telephone number _____

Current Information

Current Name _____

Current Address _____

City/State _____ Zip _____

Current telephone number _____

Current Mailing address (if different from current address)

Address _____

City/State _____ Zip _____

Signature _____ Date _____

COLLEGE MAILING ADDRESS:

SUNY Schenectady County Community College
78 Washington Avenue
Schenectady, New York 12305
Attention: Human Resources