



Personal Information Change Form Instructions

The [Personal Information Change \(PIC\) Form](#) can be used to update the following items for current employees:

- Legal Name
- Address
- Preferred Email
- Office Location
- Nickname
- Phone Numbers
- Personal Email

Personal Information Change Form (Current Employee)

Human Resources

Please complete all required fields and attach required document(s) as applicable.

Today's Date: * Colleague/Employee ID: *

Current Name

First Name: * Last Name: * MI:

I would like to update the following:

Legal Name Address Phone Number Office Location Personal Email Preferred Email Nickname

Note: In addition to this form, you must personally contact ERS, TRS, TIAA, and/or other 403B/ORP vendors to make any changes to your personal information.

*

Submitted By: _____ Submitted Date: _____

HR OFFICE USE ONLY

* _____

Processed By: _____ Processed Date: _____

Personal Information Change Form – Current Employee

The Personal Information Change (PIC) form for **current** employees can be accessed [here](#) or by visiting the COM Human Resources/Employee Resources website: (<https://www.com.edu/human-resources/employee-resources.html>). If employees are using the website to access the form, employees will use the form under the sub-heading, *Online Forms for Employees*. Upon selecting this form, employees will be asked to login using their COM email address and password, which will pre-populate the employee's name and ID number.

Personal Information Change Form – Former Employee

A secondary PIC form for **Former** Employees is also linked at the COM Human Resources/Employee Resources website under the sub-heading *Separating from Full Time Employment*. The PIC form for former employees requires former employees to create an account before being able to complete the online form. COM

Employees should use the form for Current Employees to sign in using your COM login credentials, which will allow for some information (your name and employee ID number) to pre-populate on the form.

Types of Changes – Multiple Changes can be requested on one form.

1. **Legal Name** – This change will require employees to enter their new legal name and upload their new Social Security card documenting their new legal name. Only the HR office will have access to this SS card.
2. **Address** – This change will prompt employees to enter their full mailing address and county.
3. **Phone Number** - This change will allow employees to update the following phone numbers: Home Phone, Cell Phone, Work Extension, and Emergency Phone.
4. **Office Location** – This change will allow you to enter your COM building location and your COM Office/Room Number. The building location will provide a drop-down menu to choose from. **This information will be utilized to populate the COM online employee directory (for full time employees).**
5. **Personal Email** – This change will allow employees to replace their existing personal email address with a new personal email address.
6. **Preferred Email** – This change allows employees to select whether they want your COM Email Address or their Personal Email Address to be designated as your *Preferred* email address to receive all COM communications. **Keep in mind, if employees select their personal email address to be Preferred, all Time Entry Notifications will be sent to their personal email address only.**
7. **Nickname** – This change will allow employees to display their nickname (first name nickname) in addition to their Legal Name on the COM online employee directory (for full time employees) and will also be pulled into COM’s Microsoft Office products, such as Microsoft Teams and Outlook.

Completing the PIC Form

After entering and completing the change form, employees will be required to click on the ***click to sign***. This will open a small window titled ***Sign Electronically*** and employees will need to type their **first and last name**. Then, click the **‘Sign Electronically’** button. Finally, scroll to the bottom of the form to click on the **“Submit Form”** button.

As a reminder, employees should update their new legal name, address, and personal phone number with ERS for insurance purposes, TRS/ORP for their retirement account, and any other voluntary retirement vendor accounts associated with COM.

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

If you have questions regarding completing the PIC form, please contact the Human Resources Office, hr@com.edu or 409.933-8269.