

Department of Chemistry
COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

CHANGE OF ADDRESS, PHONE, & NAME

PURPOSE To ensure accurate changes to employee personal information.

REFERENCES Department Procedures, Human Resources Procedures, Accounts Payables Procedures

Step 1 Employee must complete a ***Change of Address, Phone, Name form***, sign it, and submit it to the Front Desk Receptionist.

Note: Benefits eligible faculty and staff must also provide these changes separately to their retirement plan by completing a form available in the Human Resources Office.

Step 2 Front Desk Receptionist will:

- a. Update the department databases with the new information.
 - a. FMP Employee Information Database
 - b. Department Directory Database in Chem Admin
 - c. FMP Vendor Database- send email to the Department Purchaser, Olivia Nixon, at Olivia.nixon@mail.uh.edu.
- b. Prepare the PeopleSoft **Employee Information Sheet**. Proofread and sign.
- c. Make a copy of the *Employee Information Sheet and Change of Address, Phone, Name form* :
 - a. Originals: Send to Human Resources
 - b. Copy: File in the employee personnel file.
- d. Updating Accounts Payable Vendor Database. **(This section applies only to employees who have a vendor ID.)**

When employees change their home address in PASS, Accounts Payable will change the employee's home address in the AP vendor database within 24 hours. Therefore, it is not necessary to notify AP separately when an employee's address changes.

If the address was not updated in PASS, the department must notify AP. The department must email
(VendorID@uh.edu) or fax (713-743-0521) an Individual Setup Form. This form is located on the UH Finance Website. <http://www.uh.edu/finance/pages/forms.htm>