CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Name Change / Change of Address

POSITION CLASSIFICATION

FACULTY
- ❑ Full-time (Regular)
- ❑ Part-time (Adjunct)

CLASSIFIED
- ❑ Full-time (Regular)
- ❑ Temp, on-call
- ❑ Confidential / Supervisory

MANAGEMENT
- ❑ Administrator
- ❑ Contract
- ❑ Classified

OTHER
- ❑ Professional Specialist
- ❑ Student Assistant
- ❑ Retiree

LOCATION

❑ Chabot College

❑ Las Positas College

DISTRICT OFFICE:

❑ Hayward ❑ Livermore ❑ Pleasanton

NAME CHANGE

PROCEDURES:
- Update your social security card with the Social Security Administration.
- When your new card is received please visit the Office of Human Resource Services at 5020 Franklin Dr., Pleasanton, CA 94588.*
- Be sure to bring you new social security card with you.

Effective date of change: ___/___/___ SSN # / W #: _____

Previous name: _____

New name: _____

Employee signature: _____ Date:___/___/___

HR staff signature: _____ Date:___/___/___

*Verification of new SSN card and one of the following:
☐ Driver's License, ☐ Birth Certificate, ☐Passport, ☐ Naturalization Foreign Passport,with I94, per PERS requirement (Oct 2011). Copy must be attached to this form.

CHANGE OF ADDRESS

Effective date of change: ____/____/____ Social security number / W #: _____

Name: _____

Residential address: _____
(Street & Number) (City) (State/Zip)

Mailing address: _____
(if different from Residential Address) (Street & Number) (City) (State/Zip)

Phone #: (_____)_____ Alternate phone #: (_____)_____

Email address: _____

Employee signature: _____ Date:_____/_____/_____

HUMAN RESOURCES / BENEFITS / PAYROLL USE ONLY

TB database: Date: _____/_____/_____ (Initials): _____
Benefits database: Date: _____/_____/_____ (Initials): _____
HR database: Date: _____/_____/_____ (Initials): _____
Payroll database: Date: _____/_____/_____ (Initials): _____

Updated 12/21/11