Personnel Change Notice Instructions

This form must be used when making job or personal data changes for current employees.

Office of Human Resources (OHR) ADM 203 | Ph: 773.995.2040 | Fax: 773.995.2569 | HR@ CSU.edu

Personnel Change Notice

		EMPLOYEE INFORMA	TION			
EMPLOYEE'S NAME (Last, First, M.I.)			UNIVERSITY ID (UID)		ACCOUNT NUMBER	
CAMPUS PHONE	CAMPUS BUILDING		FLOOR	/Room Number	CAMPUS EMAIL ADDRESS	