

**EMPLOYEE CHANGE OF ADDRESS/CONTACT INFORMATION**

The information you submit on this form will be entered into the Human Resources/Payroll employee database. The Human Resources and Payroll Offices staff has access to this database. Home address information from this database will be released to University departments requesting mailing labels, etc. for University sponsored events.

The contact information will be uploaded into the University's emergency communication system. This system will be used to contact you if there is an emergency at, or affecting, the University. Emergency voice and text communications will be sent to both your primary phone (and your cell phone, if different) as well as to your Suffolk email address.

A component of the emergency communications system will be used to contact you if the University will be closed because of a weather emergency. The weather emergency closing information will be sent only to the phone that you designate as your primary phone and to your Suffolk email address.

**Effective Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Primary Phone:** \_\_\_\_\_

**Cell Phone (if different):** \_\_\_\_\_

**Suffolk email address:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**Relation:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**\*Please complete form and forward to Human Resources whenever this information changes, to update the Payroll/Human Resources system.\***