



CHANGE OF CONTACT INFORMATION

Name: _____
Last First MI

DU (Jenzabar) ID# _____

Please change my address:

New

Address: _____
Street Apt.

_____ *City State Zip*

Please change my personal email address: _____

Please change my phone number(s)

Home Phone
area code

Cell Phone
area code

Signature Date

HR USE ONLY

Payroll (circle one): FACULTY STAFF STUDENT

- Entered into Paycor
- Address changed in Jenzabar
- Entered into BC/BS of IL
- Entered into MetLife
- Contacted PayFlex
- Employee advised to change contact information with TIAA

BY _____ (HR Initials) ON _____