



# HUMAN RESOURCES DEPARTMENT

## Personnel Directory Change

**Employee:** \_\_\_\_\_ **Employee ID:** \_\_\_\_\_

**Change:**     **Name**         **Address**         **Phone Number**         **E-mail Address**

Previous Name

New Name

**New Physical Address**

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**New Mailing Address** *(if different from above)*

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_ **Home Phone Number:** \_\_\_\_\_

**Personal E-Mail Address:** \_\_\_\_\_

*\*Please select and designate a **Primary** phone where to receive SEISD Notifications\**

The Texas Public Information Act allows employees, officials, and former employees and officials to elect whether to keep their personal information confidential. Unless you choose to keep it confidential, the following information may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

<b>Allow Public Access</b>		
<b>Physical/Mailing Address</b>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
<b>Personal E-Mail Address</b>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
<b>Cell Phone Number</b>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>
<b>Home Phone Number</b>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b>

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

\_\_\_\_\_ **Date**