



Published on *Policies and Procedures* (<http://policy.web.arizona.edu>)

[Home](#) > Employee Information: Provision of Name, Address, Highest Degree

Policy Contents

- [Policy](#)
- [Revision History*](#)

Policy Information

Last Revised Date:

March, 2016

Reference:

University Handbook for Appointed Personnel 2.06.04
Classified Staff Human Resources Policy Manual 114.0

Responsible Unit:

Division of Human Resources

Phone:

(520) 621-3660

Email:

hadmin@email.arizona.edu [1]

Policy

All employees are expected to keep their local address and telephone number updated. Employees who change their name, residence address, or telephone number, or who complete an advanced degree, should notify their department so that information can be updated in University systems.

Revision History*

Revised to remove outdated procedures March 4, 2016

Source URL:

<http://policy.web.arizona.edu/employmenthuman-resources/employee-information-provision-name-address-highest-degree>

Links

[1] <mailto:hadmin@email.arizona.edu>