HOAG MEMORIAL HOSPITAL PRESBYTERIAN
Human Resources
DEPARTMENTAL POLICY

1.0 PURPOSE:
Hoag Memorial Hospital Presbyterian ("Hoag") has established the following procedures for employees who wish to make a change to their personal information.

2.0 POLICY:

2.1 Change of Name:
2.1.1 Employees who have a change of name are required to notify their Department Head/Supervisor immediately.
2.1.2 The Department Head/Supervisor must review documentation to show proof of name change; once reviewed, he/she will complete the employee's Personnel Action Form and submit to Human Resources for processing.

2.2 Change of Address and/or Telephone Number:
2.2.1 Employees who have a change of address and/or telephone number must log-in to Employee Self-Service via Lawson to make the change.
2.2.2 Employees can log-in to Lawson from the WAVE and select the Personal Info section within Hoag Employee Self-Service.

2.3 Other:
2.3.1 Employees have access to change other personal information via Employee Self-Service, including but not limited to emergency contacts and marital status.
2.3.2 To change information not included within Hoag Employee Self-Service, please contact your Department Head/Supervisor or Human Resources.
2.3.3 Modified information is relayed to the appropriate sources (e.g. Benefits/Payroll) so all records are kept current, and to ensure communications mailed by Hoag are received by employees in a timely manner.

Policy Originator: Human Resources
Filename: 07-3-815 – Change of Name, Address, and/or Telephone Number