# LOYOLA LAW SCHOOL
## HUMAN RESOURCES POLICIES AND PROCEDURES

**DIVISION:** Law School/Human Resources

**SUBJECT:** Changes to Personal Information

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>Supersedes: CHANGE IN PERSONAL DATA</th>
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<td>Effective Date: 04/23/13</td>
<td>Previously Issued: 11/1/01</td>
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## 1. STATEMENT OF POLICY:

It is each faculty or staff member’s responsibility to advise the Law School up to date about any changes in his or her personal information, such as name, home address, home telephone number, emergency contact, and information impacting benefits (e.g., changes in marital status, dependents).

## 2. PROCEDURES:

Faculty and staff members may update personal information in a number of ways. Faculty and staff members should update general personal information by:

- Advising their supervisor; and by
- Accessing Self-Service here; or
- Sending a written communication to Human Resources; or
- Coming to Human Resources and filling out appropriate paperwork.

Faculty and staff members should update information impacting benefits (e.g., changes in marital status, dependents) by contacting Human Resources. Failure to timely provide notice may result in the denial or loss of benefits.