



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 2008 UPDATING PERSONNEL INFORMATION

- 1.0 Oklahoma City Community College (“OCCC”) relies on its employees to provide current and accurate personnel information. Employees are responsible for keeping their personnel records up to date.
- 2.0 Employees must notify Human Resources promptly and in writing of any changes in at least the following:
 - 2.1 Name;
 - 2.2 Address;
 - 2.3 Telephone number(s);
 - 2.4 Marital status and number of dependents (for benefits and tax withholding purposes only);
 - 2.5 Beneficiary designations for any of OCCC’s benefit plans; and
 - 2.6 Contact information for person(s) to be notified in case of an emergency
- 3.0 Employees who have a change in the number of dependents or marital status must complete a new W-4 form for income tax withholding purposes within 30 calendar days, if it results in a decrease in the number of dependents.
- 4.0 Upon receiving a written notification of changes, Human Resources is responsible for:
 - 4.1 Updating the information in the OCCC integrated information system;
 - 4.2 Coordinating with Payroll as needed; and
 - 4.3 Forwarding to the employee for completion any forms required to update benefit plan information.

Effective: July 1, 2007

Revised: October 5, 2015