**Upshur Human Resources, Inc.**

**Change of Personal Information (Employee)**

**Name: Job Title(s)**

**Please change as follows:**

**Name**

**Address**

**Telephone Number**

**Employee Signature Date**

**Executive Secretary Date**

**Please complete form per change of personal information and submit it to the Executive Secretary.**

**To Be Completed By Office Staff**

**Copy forwarded to: Supervisor(s)**

**Fiscal/Personnel Manager**

**Executive Director**

**Volunteer Coordinator (If Needed)**