

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 04/16	Page: 1 of 1	Number: 7.13
	Reviewed by/Reviewed Date: CSA Exec Team 12/14/09	Replaces:	Category: Administrative
Title: <b>Change of Address / Phone Number</b>		Approved: 12/14/09	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

The Community Services Agency (CSA) expects all employees to change their own Home and Mailing Addresses, Phone Number(s) and Emergency Contact Information in PeopleSoft when there is a change in information.

**Definition**

CSA must have the most current contact information on file for all employees. Any change of address, phone number or emergency contact information needs to be changed immediately in PeopleSoft. CSA’s responsibility for communication of employment related information is to send information to the “last known address”. Failing to update your address, phone number and emergency contact may delay receipt of information including (benefits, paychecks, W-2 tax information, etc).

Additionally, all employees of CSA are designated disaster workers and CSA must have updated and accurate address information in order to contact and communicate expectations as it may relate to a disaster and the employee’s responsibilities.

**Procedure**

CSA employees with a change of address, phone number or emergency contact information can perform these changes by accessing PeopleSoft, Self Service, and Personal Information and selecting the field that applies. These changes must be completed immediately.