

Revised: 08/2021

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-030

**SUBJECT:** Personal Data Changes

**PAGE(S):** 1 of 1

**EFFECTIVE DATE:** July 1987

**Policy:**

Each employee shall be responsible for submitting changes in personal data through the Paycom system so that such changes may be recorded in the employee's electronic record and on payroll, if applicable. Changes in the following must be submitted in a timely manner: Name, address, telephone number, cell phone number, email address, marital status, beneficiaries of insurance benefits, number of dependents, persons to notify in case of emergency, changes in educational status. It is recommended that terminated staff, who will be receiving a final W-2 form, update their address no later than December 15.