

FIELDS IMMEDIATELY BELOW ARE REQUIRED- Please enter information as it appears <i>CURRENTLY</i> in EBS			
Last Name:		First Name:	
Middle Name:			
MSU NetID	Email Address:		Personnel ID Number:
Dependent of an Employee only	Employee First Name:	Employee Last Name:	ZPID
* MSU Graduate Students or Student employees must update information with the Registrar's Office *			
Employee Type:	Faculty/Support Staff	Temp/On-Call	Graduate Assistant/Student
PERSONAL INFORMATION- Enter <i>ONLY</i> the data that needs to be changed			
Last Name:		First Name:	
Middle Name:			
* Name changes must be accompanied by Driver's License, Social Security Card, or Court Documents (signed by a judge). * * Employees should contact the MSU ID Office by calling 517-355-4500 prior to requesting a new MSU ID Card in person. * * For preferred name change, HR will follow up by emailing MSU Controllers Office at FBAS.Funct@ctrl.msu.edu *			
Social Security Number:		Date of Birth:	
* Social Security Number change requires a Social Security Card or valid Social Security Card receipt * * Date of Birth change requires a Birth Certificate, Driver's License, or Passport *			
Citizenship, Resident, or Visa status changes:			
Resident Status Change From:		Resident Status Changing To:	
* New I-9 form must be completed with the new resident status. Additional documents may be required for payroll taxation purposes. *			
Gender Change to:	Male	Female	
Signature of Employee or Dependent:			
MSU HR Purposes Only			
ID Office	Registrar's Office	SAP	Equifax
ImageNow	Employee Records	Payroll Office	Benefits
HR Notes			
Completed by:		Date:	