

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

REGULATION NO. – AR 6.1

TITLE: EMPLOYEE CHANGE OF ADDRESS

**General Summary Statement of Administrative Regulation purpose.** The purpose of this regulation is to inform full- and part-time employees of their responsibility to promptly inform the College of current home and/or mailing address, telephone number, and emergency contact information for official personnel file and mailing purposes.

**EFFECTIVE DATE:** MAY 25, 2004; Reviewed June 2019

**PROCEDURE:**

As soon as possible following a move or other permanent or temporary address change, employees must contact Human Resources and/or Payroll office. Upon notice, the three separate required forms described below will be issued, which will revise address of record for official personnel, payroll, employee benefit, and Business Office purposes.

1. **Change of Address Form**—Notice for Human Resources, Payroll, and Accounts Payable (travel or expense reimbursements) records.
2. **State of West Virginia PEIA (Public Employees Insurance Agency) Health Benefits & Life Insurance Change-In-Address Form** (CIA) Notice for PEIA, enrolled health insurance plan and payroll.
3. **For Changes on Retirement Plan-TIAA-CREF**—Employees are directed to the on-line change process through the TIAA-CREF website ([www.tiaa-cref.org](http://www.tiaa-cref.org)) or the toll-free number.

The Cabinet member or designee designated with human resources responsibilities is responsible for implementation, interpretation, and review of this regulation.



PRESIDENT



DATE