EMPLOYEE INFORMATION UPDATE

BIG VALLEY RANCHERIA

EMPLOYEE INFORMATION

NAME	EMPLOYEE I.D. NUMBER
DEPARTMENT	LOCATION

TYPE OF ACTION

- ☐ CHANGE OF NAME
- ☐ CHANGE OF ADDRESS
- ☐ CHANGE IN MARITAL STATUS
- ☐ CHANGE IN PHONE
- ☐ CHANGE IN EMERGENCY CONTACT
- ☐ OTHER (PLEASE LIST)

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	EFFECTIVE DATE

CHANGES

TYPE OF ACTION	CURRENT	NEW

_____ _____

EMPLOYEE SIGNATURE DATE

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