**Upshur Human Resources, Inc.**

**Change of Personal Information (Employee)**

**Name: Job Title(s)**

**Please change as follows:**

 **Name**

 **Address**

 **Telephone Number**

**Employee Signature Date**

**Executive Secretary Date**

**Please complete form per change of personal information and submit it to the Executive Secretary.**

**To Be Completed By Office Staff**

**Copy forwarded to: Supervisor(s)**

 **Fiscal/Personnel Manager**

 **Executive Director**

 **Volunteer Coordinator (If Needed)**