

RIVERISDE UNIFIED SCHOOL DISTRICT  
DEPARTMENT OF PERSONNEL, LEADERSHIP AND DEVELOPMENT

CHANGE OF PERSONNEL INFORMATION

Work Site: \_\_\_\_\_ Position Title \_\_\_\_\_ Classified \_\_\_\_\_

Certificated \_\_\_\_\_

\*Name \_\_\_\_\_ Employee Number: \_\_\_\_\_

*\*If recent name change, please give maiden or former name* \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

For Personnel Only:
Galaxy updated _____
Seniority updated _____
Staffing updated _____

**Name Change:** Please attach a copy of your new social security card and W-4 form. (W4 forms can be obtained in the Personnel Office) **District records will not be changed until a social security card bearing the new name and a W-4 are received in the Personnel Department.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

White copy: Payroll    Yellow copy: Personnel    Pink copy: Work site    Goldenrod copy: Benefits

Stockroom order number: 26-9797