



# The Planetary Science Institute

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## 2.12.3 PERSONNEL DATA CHANGES

**Policy No.:** 2.12.3

**Effective Date:**

**Last Revision Date:**

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### POLICY

It is the responsibility of each employee to promptly notify HR of any changes in personal data, such as personal mailing addresses, telephone numbers, and individuals to be contacted in the event of an emergency. It is also important to update benefits records, including beneficiary designations.

**View this policy online:** (<https://handbook.psi.edu/policy/2-12-3-personnel-data-changes/>)