



# City of El Centro Human Resources Department

## INFORMATION CHANGE

The below referenced employee has requested that the following changes be made to his/her file:

Employee's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Department: \_\_\_\_\_ Social Security #: \_\_\_\_\_

NEW NAME: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

NEW TELEPHONE NUMBER: \_\_\_\_\_

NEW EMAIL: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Routing:** Munis, CalPERS, PERC Pinnacle, PBIA, VSP, Census, Discovery, HR File, Payables, Lincoln, WC File