

3357:13-16-161 Change of Address Procedure

Faculty or staff having a change of mailing address should notify the Human Resources Office as soon as they have their new address. Form No. [16-161a](#), Change of Address, must be forwarded to the Human Resources Office to become a part of your permanent records. A copy of this form will be forwarded by the Human Resources Office to the Business Office and other appropriate senior administrative offices to be made part of the employee's personnel records.

Effective: December 17, 2008

Next Review: February 1, 2029

Review Dates: 12/17/08, 1/4/18, 2/19/24