



EMPLOYEE ADDRESS CHANGE PROCEDURE (HUM-P051)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for changing an employee's address.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources Administrative Assistant or designee
- 2.2 Benefits Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 PROCEDURE:

- 4.1 Employee (either current or former) announces an address change to Human Resources via email.
 - 4.1.1 Human Resources staff ensures that the request to change address is submitted via email, rather than phone, for documentation purposes.
 - 4.1.2 If employee is a current employee, HR staff ensures address change request is submitted via employee's CMCSS email address.
 - 4.1.3 If the employee requests address change via phone, HR staff informs the employee that an official request needs to be via email listing their name, MUNIS number, previous address and new, current address.
- 4.2 HR staff looks up the employee the MUNIS Employee Master File and makes the change to the employee's address under the Addresses tab.
 - 4.2.1 If the employee has any pending personnel actions in the MUNIS Personnel Actions Entry screen, HR staff also makes the address change in the Employee Master File of any personnel actions that are pending.
- 4.3 Once all changes are made, HR staff sends an email to the Benefits Administrative Assistant and the Payroll Department to notify them of the changes.
- 4.4 The address change is recorded on the Blue Cross/Blue Shield website by the Benefits Administrative Assistant.
- 4.5 Blue Cross/Blue Shield issues new Identification cards to the employee.
- 4.6 A copy of the email requesting the address change is placed in the employee's personal file for documentation purposes.

5.0 RECORD RETENTION TABLE:



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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Email requesting address change	Employee personnel file in Docuphase	Indefinitely	Permanent	Secured building/digital file

6.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/31/22		Initial Release

7.0 FLOWCHART:

7.1 A flowchart detailing this process can be found below.

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