



Employee Information Change Form

Instructions:

1. Complete form with updated information and return to Human Resources.
2. If you are a KVCC student, you must also change your mailing address with the Admissions/Registrations/Records Office.
3. If you are a faculty member, please notify your Dean's secretary of any changes.

Updated Employee Information		Valley #
Last Name	First Name	Middle Initial
Preferred First Name (will appear in the online Directory)		
Home Phone	Cell Phone	Work Phone
Street Address		Apt. #
City	State	Zip

Emergency Contact – 1	New	Change	Relationship
Last Name		First Name	Middle Initial
Primary Phone		Secondary Phone	
Address		Apt. #	
City	State	Zip	

Emergency Contact – 2	New	Change	Relationship
Last Name		First Name	Middle Initial
Primary Phone		Secondary Phone	
Address		Apt. #	
City	State	Zip	