

Personal Demographic Changes

Step 1 - Departmental / Employee Instructions

The employee completes, signs, and submits a University of Alaska Change Form indicating information that needs to be updated. The Change Form can be downloaded from http://www.alaska.edu/hr/forms/hr_employmentforms.xml.

If there is a change in marital status, regular employees may be required to update beneficiaries for their pension plan and retirement selections. Employees must also submit a new W-4 form http://www.alaska.edu/hr/forms/hr_employmentforms.xml to update their name and/or filing status.

A change to the Social Security Number (SSN) or name requires backup documentation from the Social Security Administration in order for the HR office to enter the change in Banner HR. It is recommended that employees contact their HR Benefits office for other possible changes to benefits.

A new W-4 form for withholding changes may be submitted at any time during the year. No retroactive changes to withholdings are allowed. A new W-4 form is not required at the beginning of the calendar year unless the employee claimed exemption from withholding or claimed more than 10 exemptions on their W-4 form from the previous year.

Changes or corrections to date of birth, ethnicity, gender, citizenship, and veteran status require a new Personal Demographic form. The Personal Demographic form can be found at http://www.alaska.edu/hr/forms/hr_employmentforms.xml.

For a change of citizenship, a new Employment Eligibility Verification Form (I-9) will also be required, along with the supporting documentation to verify the change. Employees who are not U.S. citizens or U.S. permanent resident aliens must also complete an International Form.

The I-9 form is available at http://www.alaska.edu/hr/forms/int_personnelforms.xml. The University of Alaska International Form is available at http://www.alaska.edu/hr/forms/hr_nraforms.xml.

University of Alaska Change Form

Indicate all areas to change:

- Student related
- Employee Related
- Applicant Related
- Vendor Related
- Other _____

Address (PPAIDEN):

- New Address
- Hard copy records only
- Permanent student address change

Indicate Changes:

- Name (attach copy of new Social Security Card and change document)
- Marital Status (contact your HR office for back up documentation requirements)

Signature:

- Sign and Date

Personal Demographic Data Modifications (if applicable)

Action Type

- Change

General Information (PPAIDEN):

- | | |
|--|---|
| <input type="checkbox"/> Date of Birth | <input type="checkbox"/> Citizenship |
| <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Veteran Category |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Special Disabled Veteran |

Employment Eligibility Verification (I-9) (if applicable)

Complete Section 1.

Provide Section 2 documentation.

Employees's Withholding Allowance Certificate (W-4) (if applicable)

Complete Sections 1 through 3.

Enter any changes being made

Complete Sections 5 through 7.

Sign and date the form.

Step 2 – Human Resource Detail Instructions

PPAIDEN is the form that is utilized for all demographic changes. A completed [Change Form](#) or [Personal Demographic Form](#) should be submitted by the employee to initiate any changes. No original records should be entered for this action.

CURRENT IDENTIFICATION CHANGES

Changes or corrections to an employee name or SSN are entered on the first page of the PPAIDEN form.

SSN changes can only be entered in order to correct an incorrect SSN. A copy of a valid Social Security card or an authorization form from the Social Security Administration must be submitted before an SSN change can be made.

In the Current Identification Block, enter the correct number over the number shown in the SSN/FIN/TFN: fields. Save the record.

Name changes are made to match the information on the valid Social Security card. Changes are entered into the Person Name Information field that needs to be revised and the new information entered over the existing values. Save the record.

If the Previous Name or ID is conflicting with other records or is an obvious entry error, the record(s) may be deleted by accessing the Alternate Names/ID form under the Options bar. Use the arrow key to locate the record that needs to be deleted, verify carefully, and then select Delete. Save the record. USE THIS FORM WITH CAUTION and make sure you want to delete the record.

BIOGRAPHIC INFORMATION

Correct the Biographic Information of PPAIDEN as submitted by the employee.

A change in marital status will also require a new W-4 form. Newly married, regular employees must update their beneficiary information for at least their pension plan and retirement selections. Federal law requires that the spouse is a 100% primary beneficiary for pension and retirement plans, unless the employee submits a signed waiver. Other changes are optional, but should be reviewed along with changes to health coverage.

A change in citizenship will require a new Employment Eligibility Verification Form (I-9) and the documents to support the change. Update GOAINTL as appropriate. Refer to the Nonresident Alien Hiring procedures (future link) for information on coding and required documentation.

ADDRESS INFORMATION

Locate the MA address. This is the only address type that should be changed by HR as of November 2017. Refer to University of Alaska General Person Data Standards for correct entry of street abbreviations. End the old address and create a new sequence for the new address.

If you are attempting to delete a phone number, you will need to access the PPATELE form. Position your cursor on the phone type (HR or HA) you wish to delete and delete record. Save the record.

ADDITIONAL INFORMATION

This block contains veteran status information. The veteran status are the only fields that need to be updated based on the information provided by the employee on the Personal Demographic Form. If “Disabled Veteran” is marked on the form, check the Special Disabled Veteran field in PPAIDEN and leave the Veteran Category pull down menu field blank.

EMERGENCY CONTACT INFORMATION

This block on PPAIDEN is not maintained by HR. Do not enter information on this block of the form. Information may be entered for students by the Student system. Any existing information in this block should not be deleted by HR.

Initial and date the form on the Entered by line at the bottom. Place the Change Form in the official personnel file.

Step 3 – BHR Data Entry Checklist

Identification Form (PPAIDEN):

- | | |
|--|---|
| <input type="checkbox"/> SSN (Back up Required) | <input type="checkbox"/> Marital Status (Back up may be Required) |
| <input type="checkbox"/> Last Name (Back up Required) | <input type="checkbox"/> Citizenship (Back up Required) |
| <input type="checkbox"/> First Name (Back up Required) | <input type="checkbox"/> HR / HA Address |
| <input type="checkbox"/> Middle Name (Back up Required) | <input type="checkbox"/> Phone |
| <input type="checkbox"/> Date of Birth (Back up may be Required) | <input type="checkbox"/> Veteran Category |
| <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Special Disabled Veteran |
| <input type="checkbox"/> Gender | |

Employee Benefit/Deduction Form (PDAEDN):

- | | |
|--|--|
| <input type="checkbox"/> 020 Federal Withholding tax | <input type="checkbox"/> Filing Status |
| <input type="checkbox"/> Effective Date | <input type="checkbox"/> Number of Exemptions |
| <input type="checkbox"/> Status | <input type="checkbox"/> Additional Withholding (Optional) |

International Information Form (GOAINTL): (Back up Required)

- Visa Type
- Visa Number
- Issue Date
- Expiration Date

Initial, date, copy, and file the form as appropriate.