

Rollins

HUMAN RESOURCES

PLEASE CHANGE THE FOLLOWING ON MY EMPLOYEE RECORDS

NAME: _____
First Name, Last Name

R-Number: _____

NAME CHANGE

Current Name: _____

New Name: _____

ADDRESS AND/OR TELEPHONE NUMBER CHANGE

Current: _____ Apt. _____

City: _____ State: _____ Zip _____

Telephone # () _____

New: _____ Apt. _____

City _____ State: _____ Zip _____

Telephone #() _____

HOME EMAIL ADDRESS CHANGE

Current Email: _____

New Email: _____

Signature: _____ Date: _____

If you wish to change your name on your Rollins' technology accounts, you must wait a full 24 hours after the change has been made on the employee Banner record and then submit an RFS to Information Technology.

Submit completed form to: HR Department - HR@rollins.edu