**CHANGE IN STATUS**

Notify your supervisor and the Human Resources Representative regarding name, address, telephone number, and marital status changes, so your records can be kept current. You will need to provide documentation such as a current social security card to the HR Representative in the case of a name change. Names at the University need to align with Social Security Administration.

The University Benefits Office, 801-581-7447 must be notified regarding changes in marital or family status. Benefits change forms can be located at: https://www.hr.utah.edu/forms/index.php#ben