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[Home](#) > Employee Information: Provision of Name, Address, Highest Degree

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## Policy Contents

- [Policy](#)
- [Revision History\\*](#)

## Policy Information

### **Last Revised Date:**

March, 2016

### **Reference:**

University Handbook for Appointed Personnel 2.06.04

Classified Staff Human Resources Policy Manual 114.0

### **Responsible Unit:**

Faculty Affairs

### **Email:**

[facultyaffairs@email.arizona.edu](mailto:facultyaffairs@email.arizona.edu) [1]

## Policy

All employees are expected to keep their local address and telephone number updated. Employees who change their name, residence address, or telephone number, or who complete an advanced degree, should notify their department so that information can be updated in University systems.

## Revision History\*

Revised to remove outdated procedures March 4, 2016

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### **Source**

**URL:**<https://policy.arizona.edu/employment-human-resources/employee-information-provision-name-address-highest-degree>

### **Links**

[1] <mailto:facultyaffairs@email.arizona.edu>