San Bernardino County
PERSONAL INFORMATION/
EMERGENCY CONTACTS

The Personal Information/Emergency Contacts form is used to document a new employee's personal information or update a current employee's personal information (i.e., address, marital status, driver license, emergency contacts, name change, etc.).

FORMS REQUIRED

Personal Information/Emergency Contacts🖳

MANDATORY FIELDS

New Employee: Check New Employee Box; Employee ID; Rcd No.; Last Name; First Name; and all other fields except Previous Name and Marital Change Effective Date.

Name Change: Check Name Change Box; Employee ID; Rcd No.; Last Name, First Name; Previous Last Name, First Name; and all other applicable fields.

Changed Information: Check Changed Information Box; Employee ID; Rcd No; Last Name; First name; and all other applicable fields.

GENERAL INFORMATION

Show Employee on Intranet Phone Directory - Check this box if employee should be listed in the intranet phone directory. *Refer to department guidelines for individual procedures*

Employees will receive their Pay Statement via interoffice mail. W-2 forms will be sent to employee's mailing address.

Name Change/Changed Information

A Job Action Request (JAR) *is not necessary* when a current employee is making changes to their personal information.

Name changes must be accompanied by appropriate documentation: i.e. marriage certificate, divorce decree with order to restore previous name, or other court ordered documentation.

When changes are made to an employee's name, address, or marital status, the changes are automatically made to all health benefits, life insurance, AD&D and SBPEA. Employees enrolled in SEBA or SBCPAA must contact them directly to change information.

Note: To change any Beneficiary/Dependent information, refer to Family Status Changes procedure

EMPLOYEE RESPONSIBILITIES

New Employee

♦ Form will be provided by department payroll specialist

♦ Complete form and return to department payroll specialist

Name Change

- Obtain Personal Information/Emergency Contacts and all other applicable forms from EMACS website or department payroll clerk

- Check Name Change box on Personal Information/Emergency Contacts form, complete all applicable fields and attach appropriate documentation

  Note: Appropriate documentation - marriage certificate, divorce decree with order to restore previous name, or other court ordered documentation

- Complete all other applicable forms

- Forward original to EMACS-HR (send copy of Employee Personal Data form to EBSD-HR)

- Schedule reprint of County ID Card with department payroll specialist. *Refer to department guidelines for individual procedures*

Changed Information

- Obtain form from EMACS website or department payroll specialist

- Check Changed Information box and complete all applicable fields

- Forward form to department payroll specialist

PAYROLL SPECIALIST RESPONSIBILITIES

New Employee

- Provide the most current form to employee

- Audit for completeness

- Retain copy for department file

- Complete appropriate New Hire JAR packet

- Forward original to EMACS-HR

- Verify that EMACS has been updated to reflect the requested action

Name Change

- Provide employee with the most current Personal Information/Emergency Contacts and all other applicable forms

- Audit for completeness and verify that the appropriate documentation is attached

  Note: Appropriate documentation - marriage certificate, divorce decree with order to restore previous name, or other court ordered documentation

- Make the necessary changes in EMACS Personal Data panel and complete the Payroll Specialist Keyed By and Date fields in the Office Use Only section of the form

- Retain copies for department file

- Forward form(s) to EMACS-HR to change name (send copy of Personal Information/Emergency Contacts form to EBSD-HR)

- Schedule employee for reprint of County ID Card. *Refer to department guidelines for individual procedures*

- Verify that EMACS has been updated to reflect the requested action

Changed Information

♦ Provide the most current form to employee

♦ Audit for completeness

♦ Make the necessary changes in EMACS Personal Data panel and complete the Payroll Specialist Keyed By and Date fields in the Office Use Only section of the form (send copy of Employee Personal Data form to EBSD-HR)

♦ Retain original for department file

RELATED FORMS/PROCEDURES

Checklist for Name Change⌨
Checklist for New Hire-Contract⌨
Checklist for New Hire-Exempt⌨
Checklist for New Hire-Extra-Help/Recurrent⌨
Checklist for New Hire-PSE⌨
Checklist for New Hire-Regular/Part-Time/Reemployment (Rehire)⌨
Checklist for Return from Leave (Without Right)⌨
Checklist for Termination⌨