



LOS RIOS COMMUNITY COLLEGE DISTRICT

Personal Contact Information Change

For current/active employees: Update your address and/or phone numbers in Employee Self Service (ESS) at: ps.losrios.edu/psc/ess under "Verify & Update My Information". Then click "Next", then under "Verify Contact Details" to update your PHONE information and "Verify Addresses" to update your ADDRESS information.

For inactive/past employees or current employees unable to update in ESS:

Name: (Last) _____ (First) _____ Employee ID: _____

Employee Type (most recent/last position held):

- | | |
|------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Classified (regular or temporary) | <input type="checkbox"/> Professional Expert Agreement |
| <input type="checkbox"/> Employee Service Agreement | <input type="checkbox"/> Manager |
| <input type="checkbox"/> Faculty – Full Time | <input type="checkbox"/> Student Help/Federal Work Study |
| <input type="checkbox"/> Faculty – Part Time / Substitute | |

New Address

Street: _____

City: _____

State: _____

Zip Code: _____

If Applicable, Phone: (_____) _____

Primary/Personal E-Mail: _____

Check Phone Type: ☐ Cellular / ☐ Home / ☐ Other (describe) _____

Employee Signature (must be ORIGINAL signature)

Date

Directions: E-Mail completed form to your HR Specialist or U.S. mail to address below.

- For Classified (Regular and Temp), Employment Service Agreements, Managers, Professional Expert Agreements, and Student staff: HR-Classified-Management@losrios.edu
- For Full Time/LTT Faculty staff: HR-FTFaculty@losrios.edu
- For Part Time/Adjunct staff: HR-PTFaculty@losrios.edu

*Los Rios Community College District
Attn: Human Resources
1919 Spanos Court
Sacramento, CA 95825
916-568-3112*

NOTE: If you are a current or past student of LRCCD, and would like to update your Admissions records, make sure to update your address with your Admissions and Records Office on campus.