



Student Employees

Change of Personal Data

1. Log in to Paycom.com or use Paycom App to update home/permanent address, cell phone number, bank information, etc. If change in Indiana county of residence, you will also need to update the tax information.
2. Fill out the [Change of Information](#) form with the Registrar's office to change home/permanent address, cell phone, name change or marital status on the AU database or contact at registrarinfo@anderson.edu.

Alumni

Change of Personal Data

Use the following link [Stay Connected form](#)

Faculty and Staff

Change in Personal Data

Log in to Paycom.com or use Paycom App to update personal data:

- I. Change of permanent address – within same Indiana county
 - a. Make changes to Paycom website
 - b. Contact retirement providers (See Paycom >> Benefits >> Benefit Forms and Links >> 2021 Benefit Guide >> last page)
- II. Change/cancel home telephone number and add/change cell phone number
 - a. Make changes to Paycom website
- III. Change of marital status with no change in name
 - a. Make changes to Paycom website
 - i. W-4 Federal Tax information, if desire change in Tax Exemption/Allowance
 - ii. WH-4 Indiana Tax information, if desire change in Tax Exemption/Allowance
- IV. Change in Name due to Marriage or Legal Name Change
 - a. Submit identification to Office of Work Life Engagement to update I-9 form
 - b. Identification (1) with new name to update I-9 Employment Eligibility form
 - i. Current Passport
 - ii. Picture ID/Driver's license

- iii. Social security card
- iv. Court Order for Legal Name Change

- c. Make changes to Paycom.com
 - i. W-4 Federal Tax information, if desire change in Tax Exemption/Allowance
 - ii. WH-4 Indiana Tax information, if desire change in Tax Exemption/Allowance

- V. Add dependent (**Must be submitted within 60 days for benefit eligibility**)
 - a. Contact Renee Miller, Payroll and Benefits Specialist, in the Office of Work Life Engagement at ext. 4130 or rcmiller@anderson.edu
 - b. Make changes to Paycom.com >> Benefits >> Qualifying Event
 - i. Add dependent to insurance
 - ii. Add dependent as beneficiary or secondary beneficiary
 - c. Contact retirement providers, if beneficiary changes needed. (See Paycom >> Benefits >> Benefit Forms and Links >> 2021 Benefit Guide >> last page)
 - d. Optional: make changes in Paycom.com to update tax forms, if desire change in Tax Exemption/Allowance

- VI. Change of beneficiary
 - a. Make changes on Paycom >> Benefits >> Dependents and Beneficiaries

- VII. Change of banking information
 - a. Make changes on Paycom >> Payroll >> Direct Deposit

- VIII. Change in amount deducted for [Health Savings Account](#) (HSA)
 - a. Make changes on Paycom by 10th of the month if paid monthly or week prior to biweekly payroll processing.
 - b. Complete and submit form (linked above) to the Office of Work Life Engagement