

INSTRUCTIONS FOR COMPLETING EMPLOYEE DATA FORM

This form is to be completed by each employee of MATC at the time of hire and subsequently, as changes to the information on this form occur. **IT IS THE EMPLOYEE'S RESPONSIBILITY TO INFORM THE HUMAN RESOURCES OFFICE WHEN CHANGES OCCUR.**

Most of this information is requested so that MATC may comply with relevant state and federal laws, regulations, and policies for verifying employment, equal employment opportunity, benefit administration, and affirmative action. Other data (such as emergency contacts, phone, and address) is maintained for the mutual benefit of the employee and MATC.

Newly hired employees are to:

1. Print full name and social security number at the top of the form
2. Check the box marked CHANGE and indicate the effective date
3. Complete only the data to be changed on the form and return it to the Human Resources Office