

# E.9 Personal Data Changes

**Date**

8/17

Changes of home address, telephone number, dependents, insurance beneficiaries, marital status, or an emergency contact should be reported promptly to the Human Resources Department. Current information is necessary for maintaining accuracy in employment, benefit, and payroll records and ensuring proper deductions for tax purposes.

Through the myUSI Employee Self Service, employees are able to view and update the following information: address, marital status, telephone number, and emergency contact. Employees may view information concerning benefits and deductions. Information on how to process name, identification, and tax withholding changes is located on the myUSI Employee Self Service website.

Employees can access myUSI by selecting myUSI on the USI homepage at [www.usi.edu](http://www.usi.edu). To access the services mentioned above, employees will need a User Name and a myUSI password.