AUBURN UNIVERSITY
HUMAN RESOURCES

Procedures for Mailing Address Changes of Former Employees

Corresponding Policy Title: Policy on Name Change
Procedure Owner: *Human Resources*

Related Policies: N/A

Forms:
Request for Mailing Address Change of Former Employees Form

Effective: October, 2020

Last Updated: n/a

Responsible University Department:
Human Resources

Procedure Contact:
Human Resources Records
Human Resources Payroll

I. Procedure Statement

Auburn University recognizes that former employees may have the need to change mailing addresses for required correspondence after leaving employment with the university. These procedures provide instructions for requesting mailing address changes in Banner, Auburn University's the human resources information system (HRIS).

II. Procedures

Auburn University employees that need a mailing address change will require completion of the request form. Employees are only permitted to make requests for their own record.

The procedures for making the request(s) and submittal of the form are below*:

A. A former employee should complete the Request for Mailing Address Change of Former Employees form, ensuring that all requested information is provided.
B. Once completed, the form and documentation may be submitted to HR utilizing **one** of the following methods:
    a. Email the completed form to humnres@auburn.edu; or
    b. Submit to Human Resources Secure Document Transmittal web link located on the Human Resources Records webpage – link: Verification Documents; or
    c. Visit the Human Resources Department located at 1550 East Glenn Administrative Complex during university business hours; or
    d. Fax to Human Resources Records fax at 334-844-1611.

**Former Auburn University Montgomery employees should contact hr@aum.edu for guidance and procedures.*

Upon receipt of the fully completed form, Human Resources will make the appropriate change in Banner within 3 working days and will provide a copy of the form to Human Resources Payroll.

Changes will not be made retroactively.

A copy of the request form will be maintained in the employee's official personnel file.

III. Definitions

Mailing address – an employee's mailing address where they receive official university-related mail such as, W2, etc.

Human Resources Information System – the official university electronic system of record that contains employee information.

IV. Applicability

This policy applies to former full-time, part-time, temporary and student employees of Auburn University or Auburn University Montgomery.

V. Sanctions

N/A

VI. Forms

Request for Mailing Address Change of Former Employees Form

VII. Related Information

VIII. History

N/A

IX. Frequently Asked Questions

Can I change my mailing address in Self-Service Banner (SSB)?
You do have the ability to change your mailing address in SSB as a former employee.

Can I make the mailing address change prior to my last day at Auburn University?
Yes, it is advisable to do so if you have the information available. If so, there is no need to submit the request form unless you have another change of address.

By completing this process, will my W2 be mailed to the updated address?
Yes, if address change is completed no later than the first week of January for the previous year.

If I am unable to make the address change by the deadline for W2 purposes, what can I do to obtain my W2?
For a period of two years as a former employee, you are able to obtain a copy of your W2 record by visiting the following link:
https://auburn.edu/administration/human_resources/Secure_Document_Upload/term_ees_paystub.html
You will need your Banner ID number and Social Security Number (SSN) to access it.