

200.2 Personal Data Changes

It is the responsibility of each employee to promptly notify Facilities Management of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Personnel Section, Facilities Management.

To notify PERA of change of address, call 1-800-759-7372.

To notify change of address for insurance plans, inform Personnel Section, Facilities Management or Benefit's Office, Human Resource Services, 555 S. Howes St., 2nd Floor Fort Collins, CO. 80523.