

# NOTIFICATION OF CHANGE OF PERSONAL DETAILS

Staff Name: .....

Staff ID No: .....

**Please complete the form, in the areas only that you wish to provide updated information**

Preferred Name: .....

Location: .....

Postal Address: .....

## Emergency contact information

Emergency contact name: .....

Emergency contact phone no: .....

Their relationship to you: .....

## Your contact phone numbers

Daytime phone no: .....

Mobile no: .....

Personal email address: .....

If you do not have a Massey email address, your personal email address will enable you to access MyHR, the online portal where you can view your payslip, manage your leave and other personal details. If you do not wish to provide a personal email address for this purpose, we will contact your manager for a solution that meets your requirements.

## Your bank account number

Bank account details: 

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*Changing your bank account in the HR system will not automatically flow through to the Massey finance system TechnologyOne. If you claim staff reimbursements and they are to be paid into this changed bank account, please advise below if you would like us to pass this information on to Finance.*

Yes, please pass this new bank account information on to Accounts Payable

No, please do not pass this new bank account information on to Accounts Payable

Staff signature: .....

Date: .....