Information

Employee Documentation

Effective

May 1, 1992

Number

PER-1.17

Applicability

This policy applies to University Administrators, Faculty, Staff, and Students.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

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History

Revision Date(s): December 14, 2021 (minor edits); August 24, 2022 (minor edit); April 1, 2026 (minor revision)
Reviewed Date(s): March 8, 2016

Categories

Statement:

As a condition of employment, each employee shall present his or her Social Security card and shall execute tax forms required for payroll purposes. Each employee shall also provide the Human Resources Payroll Department with his or her mailing address and promptly notify the Payroll Department of any changes of address.