



Personal Information Changes:

Address Change

Employees can make address changes on employee online: Logon to Employee Online and go to the Personal Information Page, click the "Edit" icon located at the bottom right of the window. Next, update the information that needs to be changed. Click the "SAVE" icon located at the bottom right of the window.

Name Change

The employee will need to complete the Name Change form and must attach a copy of the social security card with their new name to the change form. The Name Change form is available on the district intranet at www.thompsonstaff.org. Use the search feature to search Name Change. Return the completed form to the Human Resources Department.

If the employee is enrolled in district health insurance and is making a name and/or beneficiary change, the employee will also need to complete a CEBT Enrollment/change form as these changes occur. The CEBT Enrollment/Change form is attached to the Name Change form.