

Employee Record Change Process

The following information is intended for Departmental and Program use only:

Employee CORE record changes include: legal name change, EFT change, and address change.

Employee Legal Name Changes

- 1) Send an email requesting the legal name change to state_centralapproval@state.co.us.
- 2) In the body of your email request include:
 - a) Employee's new name
 - b) Employee's previous name
 - c) Employee's ID

Employee Address Changes

- 1) Send an email requesting an update of the employee's address in CORE to state_centralapproval@state.co.us.
- 2) In the body of the email request include:
 - a) Employee's name
 - b) Employee's ID
 - c) Employee's new address

Employee EFT Changes

- 1) This process has been automated.
- 2) Please make sure when you are entering an employee record into CORE that you enter in an email address.
- 3) This will ensure that banking information will interface over from CPPS
- 4) The process will take two business days.
- 5) If banking information has not populated please inform the CMU so we can investigate.

DO NOT SEND MULTIPLE REQUESTS IN SINGLE EMAIL