

# 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 EFT Changes

- 1) Send an email requesting the employee's EFT information to be updated to state\_centralapproval@state.co.us.
- 2) In the body of your email request include:
  - a) Employee's name
  - b) Employee's ID
- 3) Note: this is in the process of being automated.

## 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

**DO NOT SEND MULTIPLE REQUESTS IN SINGLE EMAIL**