A. PURPOSE

This policy establishes a uniform system to process informational records of employees, vendors, and students of Old Dominion University.

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations. This includes the authority to create policies and procedures regarding the input and maintenance of data in the Banner Administrative Information System.

C. DEFINITIONS

[Banner Administrative Information System](#) - The term used to reference the Ellucian information technology system, Banner®. Banner is the administrative software system used to manage student information, financial aid, finance, and human resources at Old Dominion University.

D. SCOPE

This policy applies to all employees, employees of affiliated organizations who are paid through the University, students, and vendors of the institution (and their employees). Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University’s programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.
E. POLICY STATEMENT

The maintenance of consistent address, name, and social security number or Federal Employer Identification Number (FEIN) in Banner is assigned to the departments that have been designated as the custodians of that information due to the nature of the work performed by those departments.

F. PROCEDURES

When changes need to be made to the information on file with the University, the process outlined below must be followed to make the changes:

1. Name Changes
   a. Employees*: If an employee’s name changes, a new social security card with the new name must be taken to the Department of Human Resources. Name changes will not be processed until the new social security card is received.
   b. Students (including student employees): If a student’s name changes, a new social security card with the new name must be taken to the Office of the University Registrar. Name changes will not be processed until the new social security card is received.
   c. Vendors: If a vendor’s name changes, a new COV Substitute W-9 form must be provided to Accounts Payable in the Office of Finance.

2. Address Changes
   a. Employees*: All employees are responsible for maintaining current address information with the University. New address information should be provided to the Department of Human Resources by the employee via an Address Change Form, memo, or e-mail. Two types of addresses are currently maintained by the Department of Human Resources: ODU Permanent (PR) and ODU Campus (CA).
   b. Students (including student employees): Students are responsible for maintaining current address information with the University. Current (CU) and Permanent (PR) address information can be maintained and updated by logging into the University’s self-service system at my.odu.edu. It is also possible to report new address information to the Office of the University Registrar at 1009 Alfred B. Rollins Hall, Norfolk, VA 23529 and for student employees by contacting E1s Processing in the Office of Finance at 2103 Spong Hall. Two types of addresses are currently maintained by the Office of the University Registrar: ODU Permanent (PR) and ODU Current (CU).
   c. Vendors: New address information should be provided to Accounts Payable in the Office of Finance by providing an updated COV Substitute W-9 form or by providing an updated remittance address on vendor invoices. Two types of addresses are currently maintained.

* Does not include student employees
3. Social Security Number or Fein Changes

   a. Employees*: If an employee’s social security number changes, a new social security card with the new social security number must be taken to the Department of Human Resources. Social security number changes will not be processed until the new social security card is received.

   b. Students (including student employees): If a student’s social security number changes, a new social security card with the new social security number must be taken to the Office of the University Registrar. Social security number changes will not be processed until the new social security card is received.

   c. Vendors: If a vendor’s Federal Employer Identification Number (FEIN) changes, a new IRS Form W-9 (Request for Taxpayer Identification) or an acceptable substitute form must be provided to Accounts Payable in the Office of Finance.

G. RETENTION

   Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.

H. RESPONSIBLE DEPARTMENTS

   The responsible department for changes made to employee informational records (other than student employees) is the Department of Human Resources.

   The responsible department for changes made to student informational records (including student employees) is the Office of the University Registrar.

   The responsible department for changes made to vendor informational records is Accounts Payable in the Office of Finance.

I. RELATED INFORMATION

   Campus Address Change Form
   Home (Permanent) Address Change Form
Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Kathy Williamson  January 15, 2016
Responsible Officer  Date

/s/ Mary Swartz  January 13, 2016
Responsible Officer  Date

/s/ Mary Deneen  January 15, 2016
Responsible Officer  Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks  October 27, 2015
Chair, Policy Review Committee (PRC)  Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ September Sanderlin  January 14, 2016
Responsible Oversight Executive  Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance  January 19, 2016
University Counsel  Date

Presidential Approval:

/s/ John R. Broderick  January 16, 2016
President  Date

Policy Revision Dates:  March 1, 1999; October 2, 2009; January 16, 2016

Scheduled Review Date:  January 15, 2021