OLD DOMINION UNIVERSITY
University Policy

Policy #1070
CHANGES TO NAMES, ADDRESSES, AND ID NUMBERS (EMPLOYEES, STUDENTS, AND VENDORS)

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: October 2, 2009

A. PURPOSE

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

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for 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 SunGard information technology system, Banner® Digital Campus. 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, 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 attending classes whether enrolled or not enrolled.

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 who 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 IRS Form W-9 (Request for Taxpayer Identification) or an acceptable substitute 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 www.leoonline.odu.edu. It is also possible to report new address information to the Office of the University Registrar at 116 Alfred B. Rollins Hall, Norfolk, VA 23529. 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. Two types of addresses are currently maintained by Accounts Payable: ODU Mailing (MA) and ODU Billing (BI).

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.

* Does not include student employees

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. 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.

H. RELATED INFORMATION

Campus Address Change Form

Home (Permanent) Address Change Form

Request for Taxpayer Identification Number(s) and Certification (Substitute Form W-9)

POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

_____ _____
Responsible Officer Signature Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks May 26, 2009
Policy Review Committee (PRC), Date
Chair Signature

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Glenda Humphreys October 1, 2009
Responsible Oversight Executive Signature Date

Presidential Approval:

/s/ John R. Broderick October 2, 2009
President Date

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

Scheduled Review Date: October 2, 2014