

Reasons NOT to Use a PSF

Please note the following reasons why a PSF should NOT be used:

- Name Changes
 - When an employee's name changes, the employee will need to: 1) Complete and submit a Personal Data Form to the Office of Human Resources, and 2) Attach a copy of the Social Security Card to the Personal Data Update Form.
- Address Changes
 - When an employee's address changes, the employee needs to complete a Personal Data Update Form and submit it to the Office of Human Resources. NOTE: This process changes only the address to which a W-2 is sent. Students also need to contact the Registrar's Office to change addresses for their official Institute student record.
- Earnings Distribution Changes
 - Retroactive changes made to project numbers and the distribution assigned to them should be completed via the Salary, Planning, and Distribution (SPD) system. Contact the budget administrator within your department.