**eForm – Changing an Employee’s Personal Information**

This Quick Reference Guide provides basic information about what to do when a Person ID has incorrect personal information attached to it. If you have questions or need further information, please contact your Department HR Contact.

When conducting a search by Person ID in eForms, the person being hired may be associated with the University as a current or former employee, student, applicant or guest and already has an existing Person ID.

If an existing Person ID is found, that ID number is to be used on the eForm, rather than creating a duplicate Person ID.

If an existing Person ID contains different Personal Information than what was provided to you (such as last name), you will need to have the employee do the following.

1. For changes to a **Person’s Name**, the employee must fill out and submit the [**Name Change** **Form**](https://www.ualberta.ca/registrar-/media/registrar/forms/name-change.pdf?utm_source=BT&utm_medium=VM&utm_campaign=names), along with the required documentation, to the appropriate office based on their classification.

**Navigation**

***www.ualberta.ca*** *> Human Resource Services > Forms > Change of Name*

1. For changes to all **Other Personal Information** (such as Preferred Name, Addresses, Phone Numbers, eMail Addresses, and Emergency Contacts), the employee must log in to Bear Tracks and change their personal information as required.

**Navigation**

***www.ualberta.ca*** *> Bear Tracks > Single Sign-On > Personal Information >*

* *select topic based on what needs to be changed*

