

## 3-02/020.05 - Employee's Personal Information Form

Employees shall submit an Employee's Personal Information Form (SH-AD-91A) whenever there is a change in personal data, such as:

- Name;
- Address and/or telephone number;
- Emergency notification data;
- Marital data;
- Vehicle operator's license;
- Gun data (includes all Department authorized firearms used in an official capacity, whether on or off duty, which are purchased/issued, sold, stolen or lost);
- Education.

Employees shall sign and submit the completed SH-AD-91A form to their immediate supervisor. The form shall be reviewed and noted by the employee's immediate supervisor. The original form shall be sent to Personnel Administration Bureau, Processing Unit to enter any changes in the eHR Human Resources Management Application. A copy of the completed form shall be maintained at the employee's unit of assignment.

**NOTE:** Name and marital status changes require supporting legal documentation.

All full-time employees **shall resubmit** the "Employee's Personal Information Form" (SH-AD-91A) annually on March 1st. This form **shall** be signed, dated, and submitted with or without changes. Changes **shall** be "highlighted."

Unit commanders **shall** ensure that their employees comply with the above policy.

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