

# Guidelines for changing personal information

Please follow these guidelines for any necessary changes to your personal information.

## Address Changes:

Mailing or residential address changes can be made in [Employee Self Service \(ESS\)](#) which is found on the Application page of My SPS. (Your ESS Username is always your Employee ID and the first time you log on, your Password is the last 4 numbers of your Social Security Number.) If you have any difficulty accessing EES, please email [ESS@springfieldpublicschools.com](mailto:ESS@springfieldpublicschools.com) for assistance.

## Phone Number Changes:

Home or cell phone number changes can be made in [Employee Self Service \(ESS\)](#) which is found on the Application page of My SPS. (Your ESS Username is always your Employee ID and the first time you log on, your Password is the last 4 numbers of your Social Security Number.) If you have any difficulty accessing EES, please email [ESS@springfieldpublicschools.com](mailto:ESS@springfieldpublicschools.com) for assistance. **Please note: Marking your phone # as unlisted will prevent you from receiving calls from the district for things such as weather delays or closures.**

## Name Changes:

Name changes must be accompanied by legal documentation. Acceptable forms of proof are an updated SSN card (required) along with a certificate of marriage, divorce, or court order, as applicable.

Changes to your name impact many things and therefore must be done in several places.

- 1) HR Employee Change of Personal Information form- This form is found on My SPS on the HR Department site under [Forms and Policies](#). It must be completed and submitted to HR with the documentation. Once it is submitted, HR will update MUNIS with your current name.
- 2) Security Badge- When MUNIS is updated, the name change will populate in the Security system. If a new badge is required with your updated information, please contact Safety and Security at 787-7100 X55391.
- 3) Benefits updates-Changes to Insurance or City retirement must be done separately. GIC requires documentation to make any name changes. Please contact the City Benefits office for questions or further information at (413) 787-6058 or 787-6055 or [benefits@springfieldcityhall.com](mailto:benefits@springfieldcityhall.com).
- 4) ELAR or other professional licensing (if applicable)- These sites will also need to be updated separately. Your name in ELAR must match your name in MUNIS so HR can confirm that you have proper licensing and are properly compensated. Please provide proof of the submitted name change when submitting your HR Employee Change of Personal Information form to HR.
- 5) Domain/Email Account Registration Form- This form is required by IT in order to update your email and Username for your computer and other systems. The form can be found on the My SPS OITA department site under [Forms and Policies](#). Once the form is submitted IT will contact you to make an appointment and work with you to log into

your computer and email with your new Username and password. Updating your username for your computer will cascade to other systems which use single sign on (ex. Office365, MUNIS, Recruit & Hire).

### **Change to Marital Status or Gender:**

These changes must be made using the HR Employee Change of Personal Information form which is found on My SPS on the HR Department site under [Forms and Policies](#). Gender changes must be accompanied by an updated copy of your Social Security Card and Driver's License or State ID. Complete the form and submit it to HR with the required documentation. Once the form is submitted, the change will be made in MUNIS. (Please note: A change to your marital status will **not** update your Federal or State tax **deductions**. If either of those need to be changed, the forms can be found on MY SPS on the Business & Finance Department Site under [Forms and Policies](#) Subdepartment: Payroll.)

### **Changes to Ethnicity or Race:**

These changes must be made on the HR Employee Change of Personal Information form. This form is found on My SPS on the HR Department site under [Forms and Policies](#).