

Correspondence Address Change Form

This form is used by an employee to advise Payroll Operations of a change to their correspondence address on file with the University. All correspondence from the University will be sent to this address.

For assistance with this form, please contact your payroll.operations@ualberta.ca or call (780) 492-4555.

Please submit completed form by mail or fax to:

Payroll Operations, Human Resource Services
2-60 University Terrace, University of Alberta
Edmonton, AB T6G 2T4
Fax: (780) 492-3800

Employees can also review and/or edit their contact information online via Bear Tracks at <https://www.beartracks.ualberta.ca>.

A. Employee Information

Person ID # _____ Current Surname on Record _____

First Name _____ Middle Name(s) _____

B. Updated Correspondence Address Information – All changes will be entered according to payroll deadlines.

Apartment Number _____ Street Address _____ Box Number _____

City _____ Province _____ Country _____ Postal Code _____

Phone (Home) _____ Phone (Business) _____

C. Employee Authorization

Signature _____ Date (yyyy/mm/dd) _____

The information requested on this form is collected under Section 14(4) (a) of the Employment Standards Code and Section 33c of Alberta's Freedom of Information and Protection of Privacy Act, for the purpose of managing employee records, determining eligibility for university admission and/or the administration of academic programs, student and university services. Certain information will be made available to federal and provincial departments and agencies under appropriate legislative authority. For further information about the collection and use of this information, contact Human Resource Services, 2-60 University Terrace, University of Alberta, (780) 492-4555 or the Registrar's Office at (780) 492-3113.