

Employee Name, Address and Phone Number Change Tutorial

Name Change

1. Complete Name Change Form found here:
<https://employment.jordandistrict.org/wp-content/uploads/sites/34/Name-Change-updated-1-2021.pdf>
2. Bring this form and your new Social Security Card with your new legal name to Human Resources

Please note: This form must be in the Human Resource Department on or before the TENTH (10th) day of the month in order for it to be processed for that month's payroll.

Address and Phone Number Changes

1. Log in to Skyward Employee Access.
**Call 801-567-8737 for your username and password if you do not remember your log in information.*
2. Click on the Employee Information Tab



3. Click on Personal Information

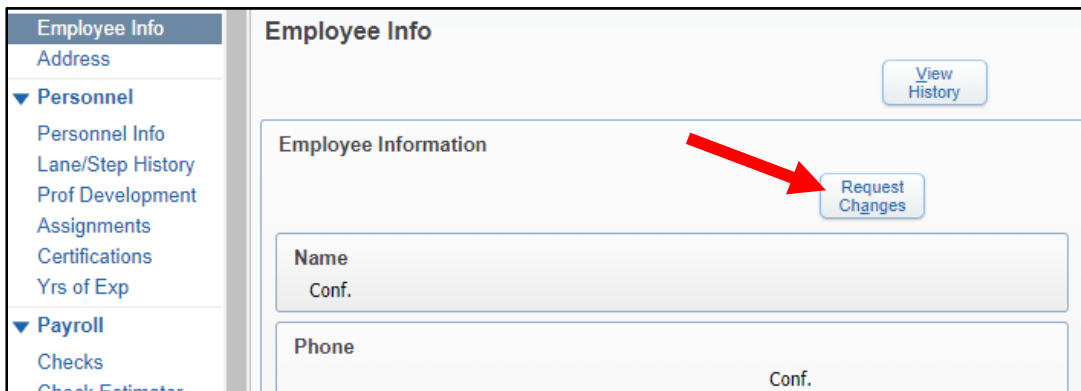


4. Under Demographics:
 - a. Phone Number change: Click Employee Info

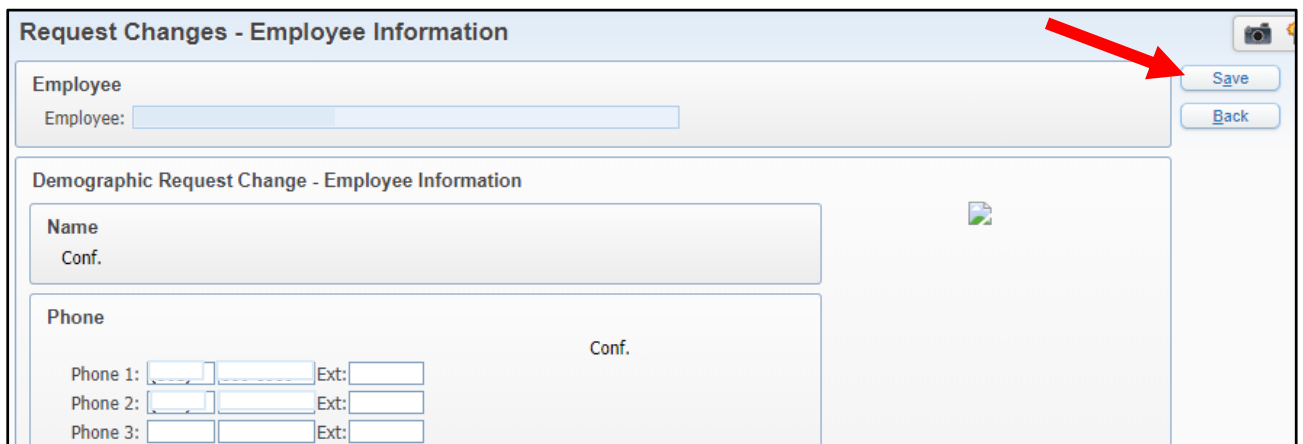
b. Address change: Click Address



5. Click Request Changes



6. Enter updated information and click Save.



Address and phone number changes will be approved by Human Resources and updated on Employee Access in a few days.
