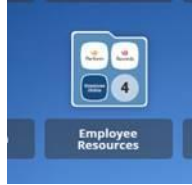


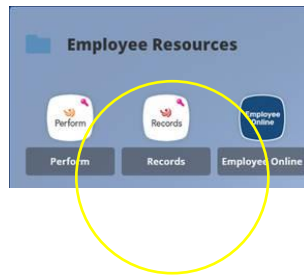
CCPS Employee Personal Information Change Procedures

Address & Phone Update:

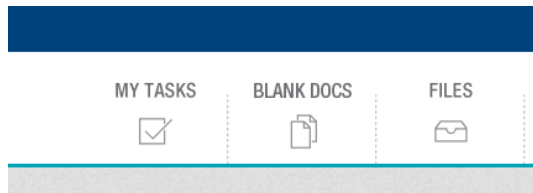
Locate the Employee Resources folder in ClassLink



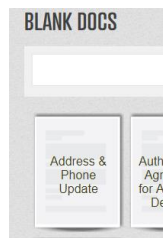
Log in to RECORDS (single sign on process)



Select Blank Docs



Select Address & Phone Update

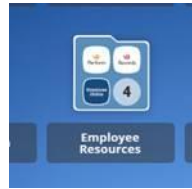


Complete form and SAVE FINAL

A screenshot of the "ADDRESS & PHONE UPDATE" form. It includes fields for County, Personal Phone Number (Phone and Ext), and Phone Type. A signature block shows the current user as ADRIENNE MCCLROY, dated 2/6/2020. At the bottom, there are buttons for CLOSE, PRINT, PRINT AS PDF, SAVE DRAFT, and SAVE FINAL.

Name Change Procedure:

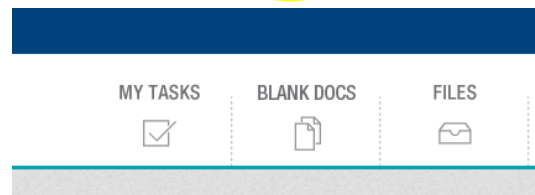
Locate the Employee Resources folder in ClassLink



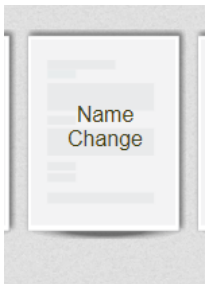
Log in to RECORDS (single sign on process)



Select Blank Docs



Select Name Change from Blank Docs



Complete form including adding a copy of your new Social Security card and SAVE FINAL

A screenshot of a web form titled 'NAME CHANGE'. The form has a text input field for the new name, followed by an 'ATTACHMENTS' section. The 'ATTACHMENTS' section contains the text 'Please upload a copy of your new Social Security Card.' and a red 'Upload a file' button. Below this is a signature area with fields for 'Current User' (ADRIENNE MCELROY), 'Date' (2/12/2020), and 'Signature'. At the bottom of the form are buttons for 'CLOSE', 'PRINT', 'PRINT AS PDF', 'SAVE DRAFT', and 'SAVE FINAL'. A yellow circle highlights the 'ATTACHMENTS' section.

W-4 Update:

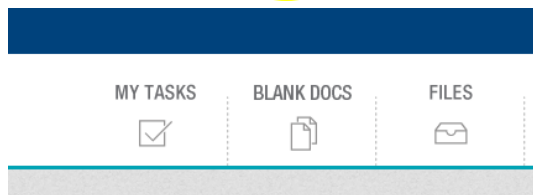
Locate the Employee Resources folder in ClassLink



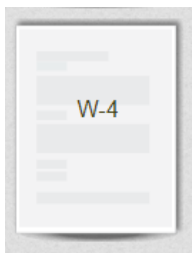
Log in to RECORDS (single sign on process)



Select Blank Docs



Select W-4 from Blank Docs



Complete form and SAVE

A screenshot of the W-4(2020) form. The form is titled "Employee's Withholding Certificate" and includes fields for personal information, address, and marital status. The year "2020" is prominently displayed. At the bottom, there are buttons for "CANCEL", "PRINT AS PDF", and "SAVE".