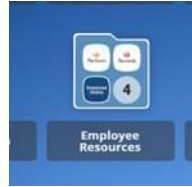


CCPS Employee Personal Information Change Procedures

Address & Phone Update:

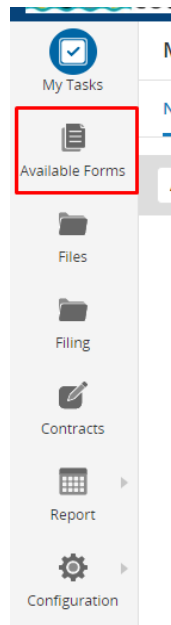
Locate the Employee Resources folder in ClassLink



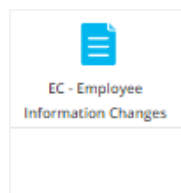
Log in to RECORDS (single sign on process)



Select Available Forms



Select EC - Employee Information Changes



Complete form and SAVE FINAL

New County:

New Mailing Address
Please type in all capital letters.

Personal Phone Number:
 (740) 755-0962
By default this will be the personal phone number.

New Personal Phone Number:

Please enter your phone number like 0000.XXX-XXXX.

New Phone Type:

Personal Email Address:
 lovet.michae713@gmail.com

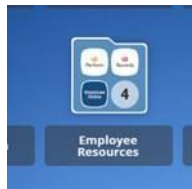
New Personal Email Address (not CCPS):

Update your current marital status:

Please select your current marital status from the drop down below. Be sure to update your HR, Name Change, Insurance Enrollment under a O&A (Beneficiary and Dependents) if applicable.

Name Change Procedure:

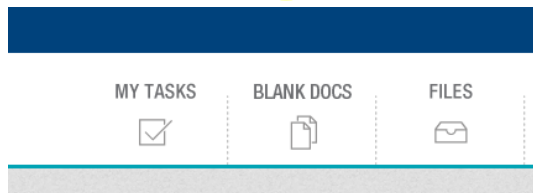
Locate the Employee Resources folder in ClassLink



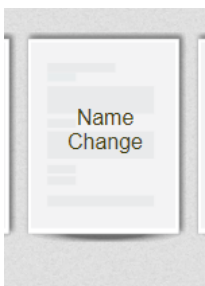
Log in to RECORDS (single sign on process)



Select Blank Docs



Select Name Change from Blank Docs



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

NAME CHANGE

Please enter your new name as it appears on your Social Security Card:

ATTACHMENTS

Please upload a copy of your new Social Security Card. [Upload a file](#)

Please [Click to View/Hide the Workflow](#)

Current User:
ADRIENNE MCELROY

Date:
2/12/2020

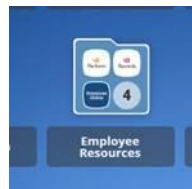
Signature * [Click Save Final to move onto the signature step to sign the form](#)

I have read and accept the [Electronic Signature Statement](#) *

[CLOSE](#) [PRINT](#) [PRINT AS PDF](#) [SAVE DRAFT](#) [SAVE FINAL](#)

W-4 Update:

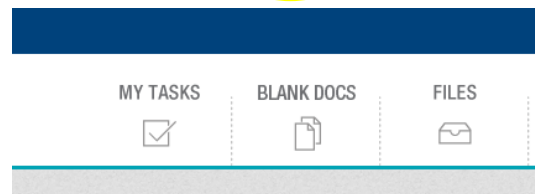
Locate the Employee Resources folder in ClassLink



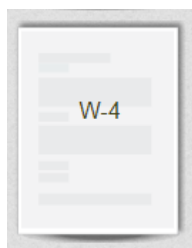
Log in to RECORDS (single sign on process)



Select Blank Docs



Select W-4 from Blank Docs



Complete form and SAVE

W-4(2020)

Form **W-4** **Employee's Withholding Certificate** OMB No. 1545-0074

Department of the Treasury
Internal Revenue Service

► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
► Give Form W-4 to your employer.
► Your withholding is subject to review by the IRS.

2020

Step 1: Enter Personal Information

(a) First name *
Middle Initial *
Last name *
Social security number *
XXXX-XX-XXXX or XXXXXXXXXX

Note: Type "NM" if you do not have a middle initial.

Address *
City or town, state, and ZIP code *
VI

(c) Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of

CANCEL PRINT AS PDF SAVE