

This form is to be used by employees to advise Human Resources of changes to their personal details. Employees are advised that they are able to use Themis Self Service to perform many of these changes. More information about the Themis Self Service can be found at <http://www.themis.unimelb.edu.au/>

Employee Information

Employee Number _____ Casual ☐ Fortnightly ☐ (Please Tick One)

Family Name _____ Given Names _____

Organisation / Department _____

Changes (Please tick the appropriate box and complete the required information)

☐ Change of Name New Name: _____

☐ Change of Address/Phone No New Address : _____

☐ Change of Emergency Contact New Name / Address: _____

☐ Change of Title New Title: _____

Change to Additional Tax Deductions From 1/7/2002 Australian Taxation Office (ATO) regulations require you to complete a Withholding Declaration Form for any change to additional tax deductions. This form is available from the ATO or Human Resources reception.

☐ Change of Banking Details Name of Financial Institution _____

Branch: _____ BSB Number _____

Account No. _____

Account Name _____

☐ Adding a subsidiary account Name of Financial Institution _____

Branch: _____ BSB Number _____

Account No. _____

Account Name _____

Specify the amount to be deposited per pay-period \$ _____

☐ Removing a subsidiary account Name of Financial Institution _____

Branch: _____ BSB Number _____

Account No. _____

☐ Other _____

Signature of Employee

Signature of Employee _____ Date _____

Information collected on this form will become part of your employment record. It will be stored securely and only used or released in accordance with the University's privacy policy (refer: www.unimelb.edu.au/unisec/privacypolicy.htm)

Human Resources Use Only

Processed By: _____ Date _____ Pay Period _____ Validated By _____