

**Notify in Case of Emergency
Update Form**

Employee Name: _____ **Department:** _____

In case of emergency, notify: _____

Relation (optional): _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Date: _____

Please note: As a Virginia Wesleyan College employee it is your responsibility to ensure Human Resources has accurate, up-to-date information in your personnel and payroll files at all times. Please inform Human Resources and/or Payroll of any change(s) you would like to make in your records.

Thank you.