

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Personnel Data Changes</b>	No.	203
		Effective Date	4/14/09
		Revision Date	8-21-13
		Final Approval	Approved by IMR Board of Directors: 4/14/09

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**Purpose**

To establish IMR's policy on personnel data changes.

**Scope**

IMR Employees

**Policy**

In order to provide timely information to employees regarding taxes, insurance and/or other benefit updates, it is important that changes in personnel data be provided to the IMR Administrative Office.

It is the responsibility of each employee to promptly notify IMR of any changes in personnel personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational achievements, and other pertinent information.

Please notify the IMR Administrative Office at 919-286-0411 x 5180, immediately of any changes to personal information.