**HR System and Payroll**

You can update your address in the Human Resources/Banner System through [OneStop](#). After signing in, click on the “Tools” tab, and then click on “Banner Self Service”. Here you can change your home address and phone numbers, update emergency contacts as well as view e-mail addresses associated with your account.

For a name change, you must furnish your social security card showing your new name to the IPS section of Human Resources for revision. The IPS section implements name change requests in the beginning of each month just before the 15th payroll deadline. 252-328-9892 (main line) 252-328-9919 (fax)

**Social Security Card**

Should your name change, you will need to acquire a new Social Security Card from the Social Security Administration. Your Social Security number will stay the same and a new card will be issued displaying your updated name. Complete the [Social Security Card (SS-5) Application](#) and submit proof of your identity as instructed. Visit the [Social Security Administration website](#) for more information.

**Non-Citizen Requirements**

ALL NON-US CITIZENS must report any address changes to [US Citizenship and Immigration Services](#) (USCIS) while residing in the United States, within 10 days of the change. Non-citizens should notify USCIS if no longer living at the address listed on the I-94 form upon entry into the United States by submitting Form AR-11 (Alien’s Change of Address Card). Each family member must submit an individual form. The AR-11 form may also be ordered by phone at 1-800-870-3676.