



MOLLOY UNIVERSITY

Policy # HR.112
Employee Information
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Non-Faculty Employees
Last Revised: 09/01/2014
Last Reviewed: 07/01/2022

EMPLOYEE INFORMATION

In order to maintain accurate and thorough employee records, the Office of Human Resources must be notified when any of the following changes in employee information occurs; name, address, dependents for withholding, attainment of additional degrees (transcript must be furnished), telephone number, and/or change in family or beneficiary status. Changes may be made by the employee through the Human Resources portal.

Anniversary Date

An employee's Anniversary Date is based on their first day of employment. The first Anniversary Date is twelve (12) months after the date of employment. Each successive Anniversary Date is twelve (12) months from the previous Anniversary Date.