

Human Resources Memorandum

SUBJECT: Update Personal Information	NUMBER: HR 16-007
	DATE ISSUED: February 12, 2016
DISTRIBUTION: All CDFW Employees	EXPIRES: N/A

The beginning of the New Year is a good time to review and update any changes to your personal information documentation. This annual reminder has several links to assist you. Employees are encouraged to take time to review these links and if necessary update their personal information.

[Emergency Notification Information](#) provides CDFW the contact names of individuals to notify in the event of an emergency.

[Personal Physician Pre-Designation Form](#) allows an employees to predesignate a 'personal physician' prior to a work related injury or illness. If documentation of a predesignation agreement is not provided to the employer, medical treatment shall begin in the Medical Provider Network (MPN), as if predesignation has not occurred until the injured employee provides a physician signed agreement. A personal physician must be a physician (M.D. or D.O.) or surgeon and a 'primary care physician' who previously directed the employee's medical treatment, and retains the medical records and history.

[Beneficiary Designation \(CalPERS\)](#) allows an employee to designated person(s) to receive CalPERS benefits upon the employee's death. Employees mail the form directly to CalPERS at the addressed listed. Other CalPERS documents can be found at www.calpers.ca.gov under "Forms & Publications," and include beneficiary, community property, deferred compensation, trust and power of attorney, etc.

[Designation of Person Authorized to Receive Warrants](#) allows an employee to designate person(s) authorized to receive all State warrants payable to the employee upon their death.

[Employee Action Request \(EAR\)](#) allows employees to update a name change; tax withholdings; change-of-address; and date-of-birth correction.

Should you have any questions, please contact your assigned Personnel Specialist or Cathy SooHoo at (916) 653-9075.