

Human Resources Memorandum

SUBJECT: Update Personal Information	NUMBER: HR 17-002
	DATE ISSUED: February 6, 2017
DISTRIBUTION: All CDFW Employees	EXPIRES: N/A

The California Department of Fish and Wildlife (CDFW), Human Resources Branch would like employees to review the links below. If you have made any changes to your personal information, please update your documentation and submit it to the appropriate personnel listed on each document.

[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 employee to pre-designate a personal physician prior to a work-related injury or illness. If documentation of a pre-designation agreement is not provided to the employer, medical treatment shall begin in the Medical Provider Network (MPN), as if pre-designation 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 designate person(s) to receive CalPERS benefits upon the employee's death. Employees mail the form directly to CalPERS at the addressed listed on the form. 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\(s\) 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/or date of birth correction.

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