

Human Resources Branch Memorandum

SUBJECT: Annual Reminder: Update Personal Information	NUMBER: HRB 19-001
	DATE ISSUED: January 2, 2019
DISTRIBUTION: All CDFW Employees	EXPIRES: N/A

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to encourage all California Department of Fish and Wildlife (CDFW) employees to review and update any changes to personal information forms maintained by the Human Resources Branch. This annual reminder includes several links to personal information forms and a small description of each form to assist you.

Authority

- Information Practices Act of 1977
- California Law Civil Code Section 1798
- Government Code Section 6254.20

Policy

CDFW is committed to the privacy of employees' personal information. This information is gathered and maintained in electronic and paper format. Please submit completed forms to your assigned Personnel Specialist.

Regularly updating these forms allows the HRB to maintain accurate personal records, update the State Controller's Office (SCO) System, and appropriately carry out HRB official business in the event of an emergency.

Employee Responsibilities

Maintain personal information and submit updated forms as necessary. For employees handling Personal Information forms, do not disclose, make available, or otherwise use employees' personal information for purposes other than those specified, except with the employee's consent or as authorized by law or regulation.

HRB Responsibilities

Annually remind CDFW employees to update their personal information. Use personal information to carry out HRB official business and update the State Controller's Office (SCO) System, as required.

Personal Information Forms

[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; otherwise treatment is

through CDFWS' Medical Provider Network (MPN), Harbor Health. 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. 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.

Contact

Should you have any questions about pre-designation, please contact Shawanna Kennedy, Manager of the Medical Disability Services Unit at (916) 653-3612.

For all other questions, please contact your assigned Personnel Specialist.