



Employee Change Reporting Form

Last name/first name
Date of birth
Religion
Department

Change of Address
If the employee's place of residence and the country of their employer's domicile (in case of additional employment other than at UZH) is outside of Switzerland, they must fill in the "Transnational Social Insurance" form.

Effective from
New address
Previous address

Change of Civil Status
Please enclose a copy of the official document
Marriage, Registered partnership, Separation, Divorce, Dissolved partnership, Widowed

Civil status valid since Date
New last name
Date of change in civil status
Last name/name of spouse/partner
Date of birth of spouse/partner
Date of death of spouse/partner

Naturalization Please enclose a copy of the certificate of naturalization
Nationality/date

Salary Payment (New bank account)
Effective from
IBAN
Country
Account holder and employee must be identical

Date

Signature of employee

To be completed by HR
Received
HR check
Staff ID
Entered in SAP