



RESIDENCE STATEMENT FORM

Rev. 5/9/18



This form is to be completed by general City of Milwaukee employees:

- At the time of initial hire or reinstatement to City employment.
- Within 72 hours of moving to a new residence.

Instructions:

- The employee must complete all sections of this form.
- Forward the completed form to your Departmental Payroll Clerk.
- P.O. Boxes are not accepted. Employees must provide the actual physical address.
- Follow your Departmental procedure regarding address change reporting in the payroll system, *i.e.*, Employee Self-Service within 72 hours of the move.

City of Milwaukee employees must report any change of address to their department manager and Payroll Clerk within seventy-two (72) hours of establishing the new residence.

Employees who fail to comply with the reporting requirement may be subject to disciplinary action.

Please Type or Print Legibly		Employee ID No.:	
Employee Name:			
Department/Division:			
City Start/Rehire Date (<i>most recent employment date</i>):			
Job Title of Current Position:			
I currently reside at:			
		()	
Address Number and Street	City <u>and</u> State	Zip Code	Primary Telephone No.
1. I established residency at this address on the following date:			
2. Is the residence inside the corporate limits of the City of Milwaukee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Do you use living quarters that are regularly available to you at any location outside the corporate limits of the City of Milwaukee? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, explain:</i>			
CERTIFICATION			
<i>My signature below certifies that the information provided on this form is true and correct. I understand that I am required to notify the City of any change of address within seventy-two (72) hours of my move.</i>			
Employee Signature:		Date:	
DEPARTMENT REVIEW			
Received by Payroll Clerk:		Date:	
Verified by Manager if employee moves into City:		Date:	

Departmental Processing:

1. Manager verifies address if employee ***moved into the City***
2. Payroll enters address change in HCM
3. Payroll sends copy of the form to DER – Pay Services (derpayservices@milwaukee.gov)
 - If employee ***moved outside of the City, moves back in to the City, or is a nonresident at Hire or Rehire.***

DER Processing:

1. Pay will: Increase Decrease (Effective PP/Year: _____)
2. HCM Entry Completed By: _____