



Personnel Data Changes Policy

To ensure that your personnel information is up-to-date at all times, please notify the Human Resources department immediately of any changes in your name, telephone number, home address, marital or domestic partnership status, number of dependents, beneficiary designations, the individuals to notify in case of an emergency, and so forth. The address and phone number that you supply are important to ensure we can contact you, that your W-2, final paychecks/stubs, and other important mailings from Sprouts are sent to the proper address.