



Augusta Human Resources Department Employee Change of Address Form & Emergency Contact(s) Form

Employee Information & Address Change

Active Employees ONLY may update their address online at: <https://empportal.augustaga.gov/Finance/Edge/Login/Login.aspx>

Name		Effective Date of Change	
Department	Employee ID		
Home Address	City	State	Zip
Mobile Phone	Home Phone		
Personal Email Address			

Emergency Contact Information

Primary Contact

Name		Relationship	
Address	City	State	Zip
Mobile Phone	Home Phone		
Email			

2nd Contact

Name		Relationship	
Address	City	State	Zip
Mobile Phone	Home Phone		
Email			

3rd Contact

Name		Relationship	
Address	City	State	Zip
Mobile Phone	Home Phone		
Email			

Updated 12/28/2021

*Submit Form will not work in an Internet browser or PDF Reader. Email completed form to employmentteam@augustaga.gov.