



Diocese of Palm Beach Employee Data Form Instructions for Change of Data

Benefits Office – For all employees

1. Submit all executed Employee Data Forms to the Employee Human Resources Office via fax 561-775-9575 or scan and upload to the employee services folder and notify Gretchen Wood and Sandy Maulden of the upload.
2. Please complete Effective Date, Name, Social Security Number and **only** the information changing

Benefits Questions – Contact Sandy Maulden, Benefits Assistant at 561-775-9574 or smaulden@diocesepb.org

HR Questions – Contact Gretchen Wood, HR Coordinator at 561-775-9503 or gwood@diocesepb.org

FOR SCHOOLS ONLY:

Office of Catholic Schools (OCS) – Fax: 561-775-9545

1. Please complete a new EDF, reflecting the change of information, and fax (561-775-9545) or scan to Diocesan Education FTP folder.

Education Questions -- Contact Louise Galgano, Administrative Assistant to Superintendent, 561-775-9547 or lgalgano@diocesepb.org

