



Personal Information Change (PIC)

Employees can now update their Personal Information by accessing *Employee Online*

Click on Internet Explorer or Netscape; click on Employee Online, second bullet on left, and follow the instructions to sign on.

For assistance with your EOL password please call HRIS (8) 352-6635.

Effective Date of Change: ___ / ___ / ___ Check all that apply: Change to Name Address Emergency Info

Personal Information

Employee Name: _____ Birth Date: ___ / ___ / ___
Employee ID# _____ Marital Status (optional): Married Single
Home Address: _____
City: _____ State: _____ Zip: _____
Home Phone: () _____ Work Phone: () _____

Emergency Contact Information

Name: _____ Relationship: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: () _____ Evening Phone: () _____

Name: _____ Relationship: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: () _____ Evening Phone: () _____

The Railroad Retirement Board is no longer accepting employee address changes from BNSF. It is very important to keep the RRB informed of your current address in order to receive your annual form BA-6 (Certificate of Service Months and Creditable Compensation). To find the nearest RRB office, go to www.rrb.gov.

Exempt Employees please complete this form and mail to:
Human Resources Information Systems / P.O. Box 961055 / Fort Worth, TX 76161-0055 or fax your completed form to (817) 352-7109

Scheduled Employees please use employee on-line, or complete this form and mail to:
Personnel Records/ 2600 Lou Menk Drive/ Fort Worth, TX 76131 or fax to 817-352-0970