

Changing Your Name

NOTE: After you submit your name change in Employee Self Service, you also need to provide a copy of your new Social Security card with your new name to your Human Resources office before the change can be approved.

1. Select **Self Service, Employee, Home, [Employee Home](#)**. The **Employee Home** page displays. Click on **[Personal Information Home](#)** to go to the **Personal Information Home** page.
 - **NOTE:** You can also select **Self Service, Employee, Home, [Personal Information Home](#)**. The **Personal Information Home** page displays.
2. Click on **[Name Change](#)** in the **Personal Information Summary** section. The **Name Change** page displays.
 - **NOTE:** You can also select **Self Service, Employee, Tasks, [Name Change](#)**.

Sample Employee

Click **Submit** after you have entered your new name.
You are required to provide proof of your name change to your campus Human Resources department via a copy of your new Social Security card.

Current Name

Name			
Prefix:	Mister		
First:	Sample	Middle:	
Last:	Employee	Suffix:	
Name:	Employee,Sample		

New Name

***Date Name Change Will Take Effect:**

Name Format: United States [Change Country](#)


Name			
Prefix:	<input type="text" value="Mister"/>		
*First Name:	<input type="text" value="Sample"/>	Middle:	<input type="text"/>
*Last Name:	<input type="text" value="Employee"/>	Suffix:	<input type="text"/>


3. Review the information in the **Current Name** section.
4. Enter the **Date Name Change will Take Effect** in the **New Name** section.
5. Enter or select your new name information in the fields in the **New Name** group box.
 - **NOTE:** Fields marked with an * are required fields.


6. Click on . The **Name Change Submit Confirmation** page displays.

Name Change Submit Confirmation

✓ The Submit was successful.
Your name change request has been submitted, however the change cannot be completed until you provide a copy of your new Social Security card to the HR department.



7. Verify  The Submit was successful. appears.

8. Click on . This brings you back to the **Name Change** page.

New Name

Date Name Change Will Take Effect: 11/03/2006

Name Format: United States Change Country


Name			
Prefix:	Mister	Middle:	P
First Name:	Sample	Suffix:	
Last Name:	Employee		

9. Verify *This information was submitted.* appears.

10. Verify the name change information in the **New Name** section.

- **NOTE:** You will receive a confirmation email at your Primary email address confirming that your request was submitted. If you do not receive an email, please verify your Primary email address in **My System Profile**, as discussed in **Editing Your Email Addresses**.

Submitted - Name Change - Sample Employee - Your request was submitted Standard Header ▾

"noreply@usg.edu" <noreply@usg.edu>  Add Friday, November 3, 2006 1:45:33 PM

To: sample.employee@yahoo.com

Your request was successfully submitted. This request requires administrator action to be saved to the database.

Transaction Name: Name Change
Employee Name: Sample Employee
Emplid: 000033

- **NOTE 2:** You will receive an email at your Primary email address confirming that your request was approved by the appropriate administrator and the change has been saved to the database. If you do not receive an email, please verify your Primary email address in **My System Profile**, as discussed in **Editing Your Email Addresses**.

Informational - Name Change - Sample Employee - Approved	Standard Header ▾
"noreply@usg.edu" <noreply@usg.edu>  Add	Friday, November 3, 2006 1:49:22 PM
To: sample.employee@yahoo.com	
Your request was approved:	
Approver Name:	
Transaction Name: Name Change	
Employee Name: Sample Employee	
Emplid: 000033	