

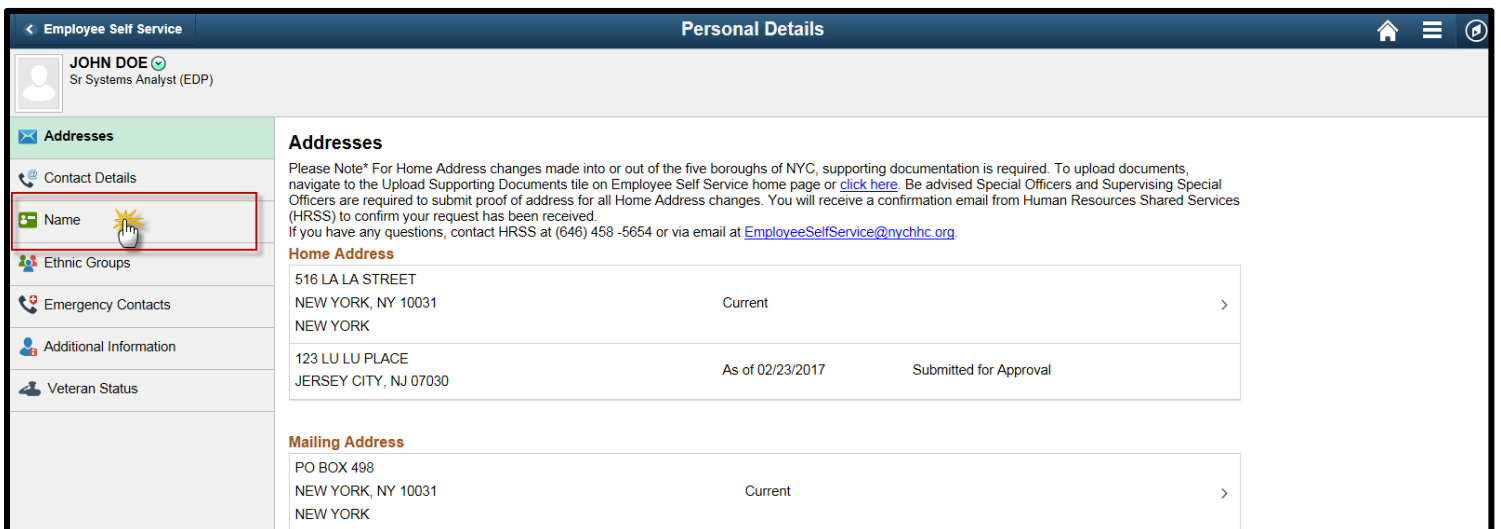
## How to Change My Name via Employee Self Service

### Name Changes

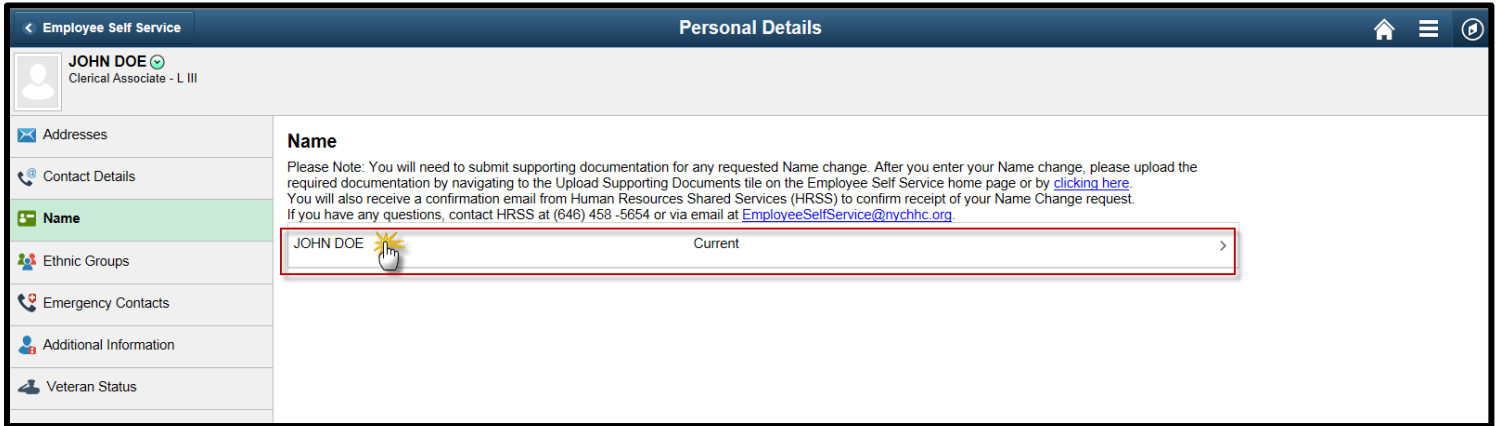
1. After successfully logging into **PeopleSoft**, click on the **“Personal Details”** Tile on the Home Page



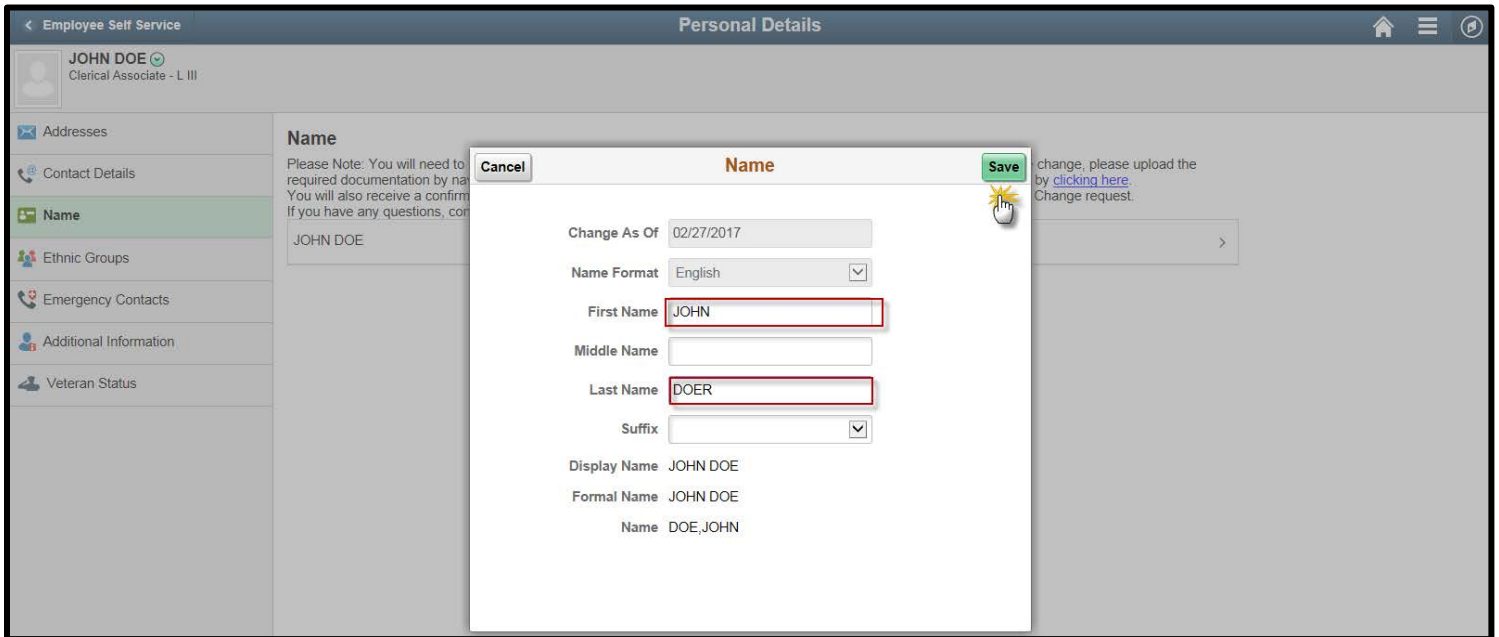
2. The **“Personal Details”** Page displays with your current information. Click the Name Tab on the left side of the page.



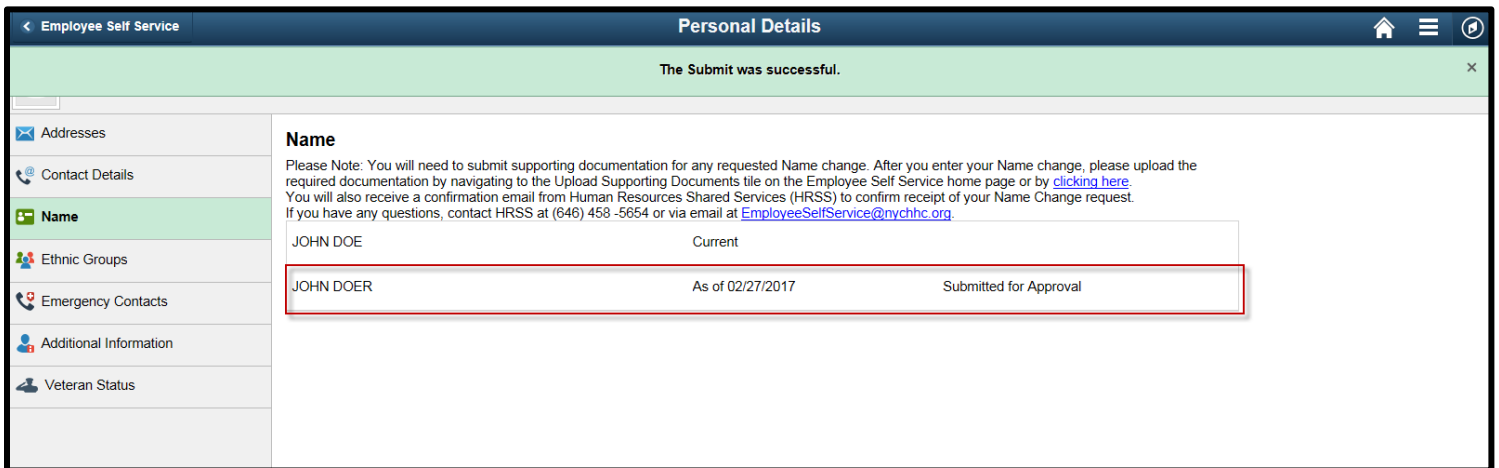
**3. Click on your Name to Edit.**



**4. A Pop-Up Name Box appears. Edit your Name to reflect your new Name. Click the Green Save button on the upper right corner.**



5. A “**The Submit was Successful**” message will appear on the top of your screen. You should now see your new name under your current **Name Change**. You will also see “**Submitted for Approval**” next to the new name. All name changes require supporting documentation and must be approved by **HRSS**.



6. **Supporting documentation is required for all name changes (Social Security Card.)** You will receive a confirmation email stating that the name change request was submitted for approval. The email also contains instructions you must follow in order for you request to be approved/completed

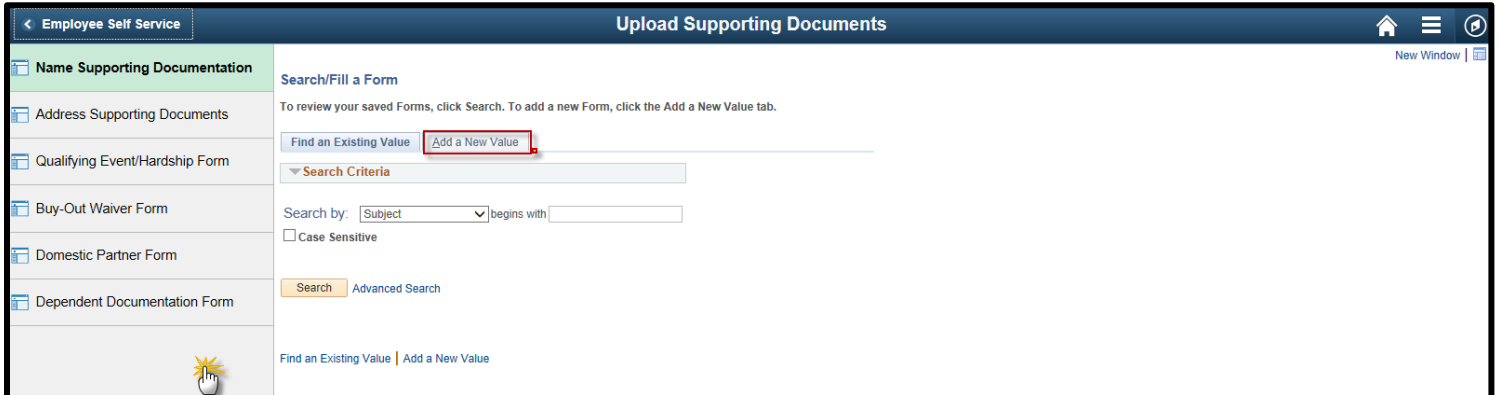
**Remember:**

- Licensed employees **must** also submit an updated copy of their license with the new name, in addition to their **Social Security Card**.
- If your Supporting Documentation is **not** submitted within 5 business days of your Name Change request, the request will be denied.
- If the Supporting Documentation submitted is **not** legible, your Name Change request will be denied.
- If the Supporting Documentation submitted does **not** match your request (incorrect Supporting Documentation submitted), your Name Change request will be denied.
- Check your **Outlook email** account for important communications regarding your Name Change request and Supporting Documentation.

7. From the Name Change page, navigate to **Upload Supporting Documents** on the **homepage**:



8. The **Search/Fill a Form** page displays. Click the **Add a New Value** tab to start your Name Supporting Documentation form.



9. The Name Supporting Documentation **Form** tab displays. Answer the question on this page and add any additional information in the *More Information* box. Click the *Save* button; a *Seq Nbr* will be generated, then proceed to the **Instructions** tab.

**Employee Self Service** | **Upload Supporting Documents** | New Window | Personalize Page

**Name Supporting Documentation** | Form | Instructions

**Name Supporting Documentation**

Please answer the question below; click the SAVE button and then proceed to the Instructions Tab.

Subject JOHN DOE  
Employee ID 000032555  
Status Initial

\*Have you submitted your Name Change on the Personal Information Summary Page? **Yes**

More Information

Save

10. The Name Supporting Documentation’s **Instructions** tab displays. Please read and follow the instructions carefully.

**Employee Self Service** | **Upload Supporting Documents** | New Window | Personalize Page

**Name Supporting Documentation** | Form | Instructions | Attachments

**Name Supporting Documentation**

If you have not submitted your name change, please navigate to Self Service>Personal Information>Personal Information Summary to update your Name and then submit applicable documentation (Social Security card).

1. Please go to the Attachments tab and attach the necessary documentation (see below for details).
2. The ONLY acceptable form of supporting documentation for a Name Change is a **Social Security Card**.
3. Licensed employees **must** also submit an updated copy of their **license** with the new name, in addition to their Social Security Card.
4. **After attaching all required documents on the Attachments tab, return to the Form tab and click Submit.**

For instructions on how to scan and upload documentation, please read the How to guide on the ESS website: <http://ess.nychhc.org>

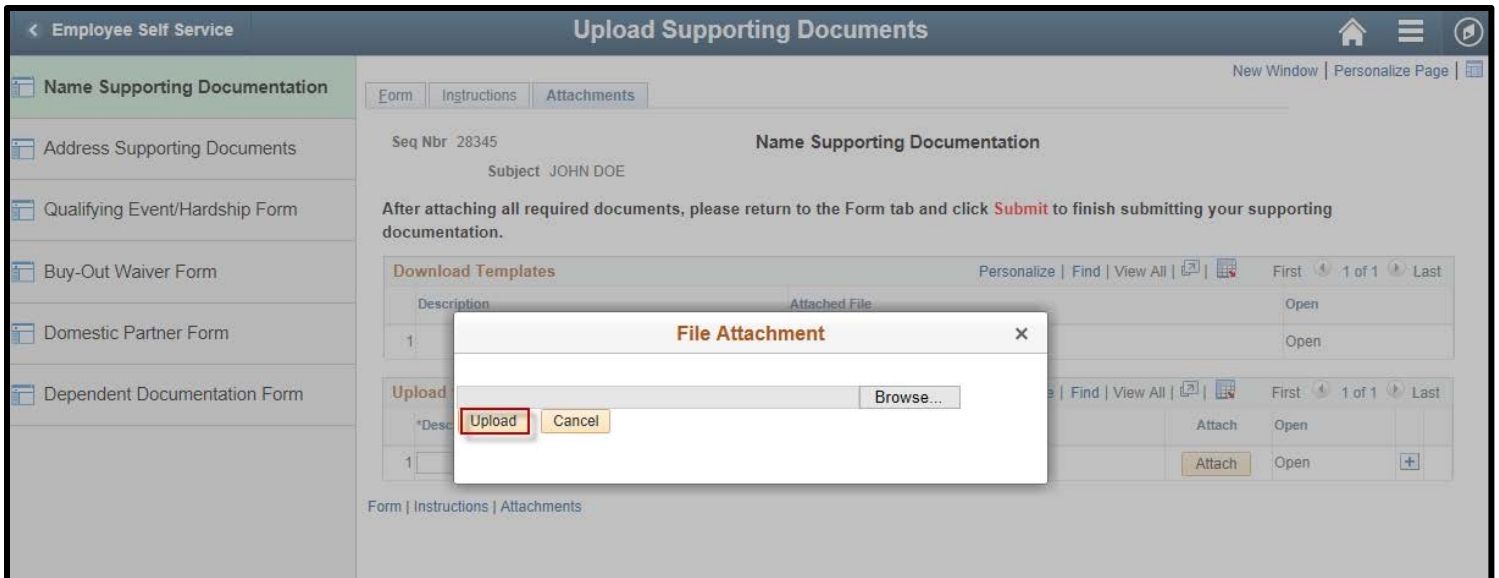
11. Click on the **Attachments** tab. Click on the **Attach** button to attach a scanned copy of your Social Security Card.

The screenshot shows the 'Employee Self Service' interface for 'Upload Supporting Documents'. The 'Attachments' tab is selected and highlighted with a red box. The page title is 'Name Supporting Documentation' with sequence number 28345 and subject JOHN DOE. A message instructs the user to return to the 'Form' tab and click 'Submit' after attaching documents. There are two tables: 'Download Templates' and 'Upload your attachments'. The 'Upload your attachments' table has one row with an 'Attach' button highlighted in red. The left sidebar lists various form categories like 'Name Supporting Documentation', 'Address Supporting Documents', etc.

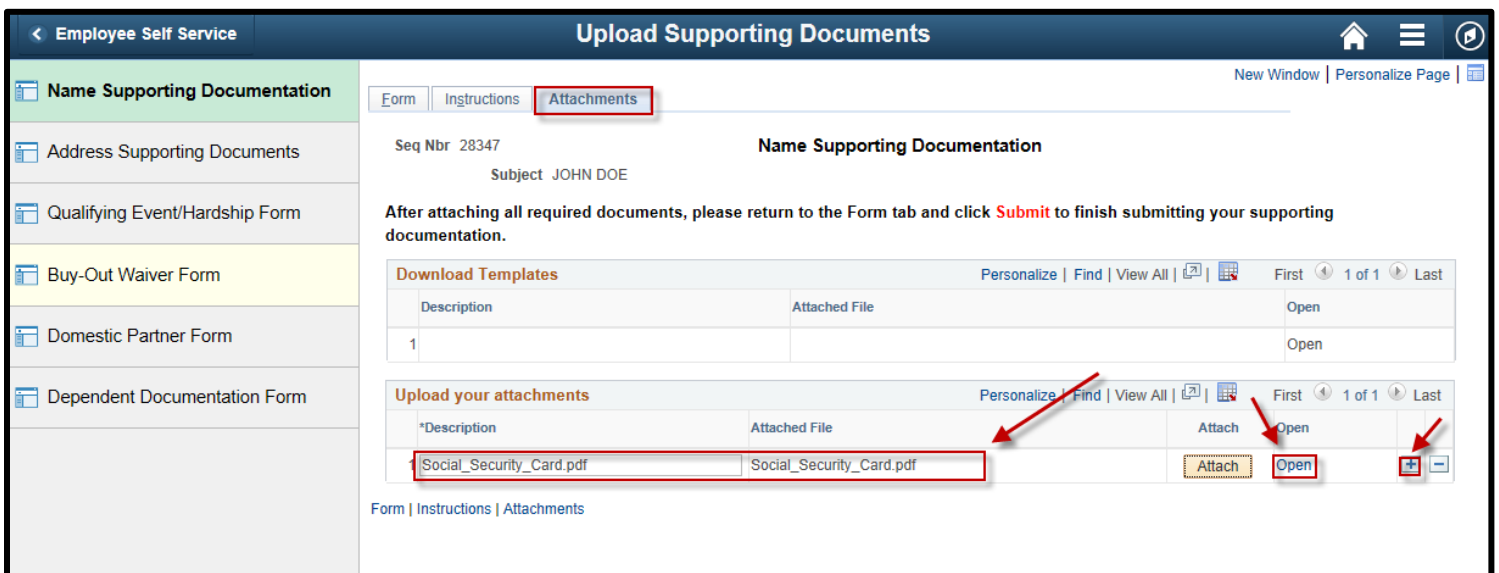
12. The File Attachment pop up appears. Click the **Browse...** button to search for your document.

This screenshot shows the same 'Upload Supporting Documents' interface as above, but with a 'File Attachment' pop-up dialog box open in the foreground. The dialog box has a title bar 'File Attachment' and a close button 'x'. It contains a text input field, a 'Browse...' button highlighted with a red box, and 'Upload' and 'Cancel' buttons at the bottom. The background interface is dimmed.

13. After finding your document, click the **Upload** button to upload your document.



14. The **Attachments** tab displays with your document(s) attached. Click on the “+” (plus) icon to add more documents, if necessary. Repeat steps 11-13 to attach additional documents. [Click on the “-” (minus) icon to remove documents]. Click the **Open** link for each document to view before submitting



15. After you have attached all files, go back to the **Form** tab and click the **Submit** button.

The screenshot shows the 'Upload Supporting Documents' interface. On the left is a sidebar with a list of document types: Name Supporting Documentation, Address Supporting Documents, Qualifying Event/Hardship Form, Buy-Out Waiver Form, Domestic Partner Form, and Dependent Documentation Form. The 'Name Supporting Documentation' tab is selected and highlighted in green. The main content area has three tabs: 'Form', 'Instructions', and 'Attachments'. The 'Form' tab is active, showing a form for 'Name Supporting Documentation' with 'Seq Nbr 28348'. The form includes fields for 'Subject JOHN DOE', 'Employee ID 000032555', and 'Status Initial'. A dropdown menu asks '\*Have you submitted your Name Change on the Personal Information Summary Page?' with 'Yes' selected. Below this is a 'More Information' text area. At the bottom are 'Save' and 'Submit' buttons. Red arrows point to the 'Form' tab and the 'Submit' button.

16. The following screen will appear showing the status as *Pending*. Click the **OK** button at the bottom to complete your transaction.

The screenshot shows the 'Review/Edit Approvers' screen. The sidebar is the same as in the previous screenshot. The main content area shows 'Name Supporting Documentation' for 'Subject JOHN DOE'. A 'Review/Edit Approvers' section contains a table with one entry: 'Name Supporting Documentation: 28349:Pending'. The entry is expanded to show '1 Pending' with a 'Multiple Approvers' icon and the text 'eProfile\_name\_address\_changes'. At the bottom left is an 'OK' button. A red arrow points to the 'OK' button.

***You have successfully submitted your Supporting Documentation for your Name Change request via ESS!***