

## **How to Change Your Name**

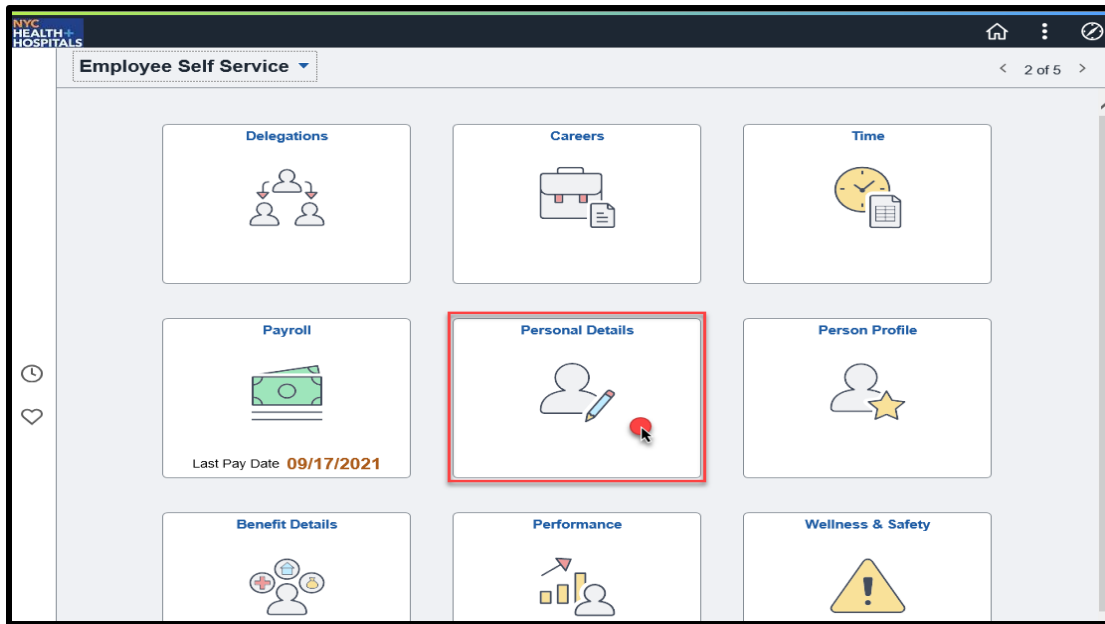
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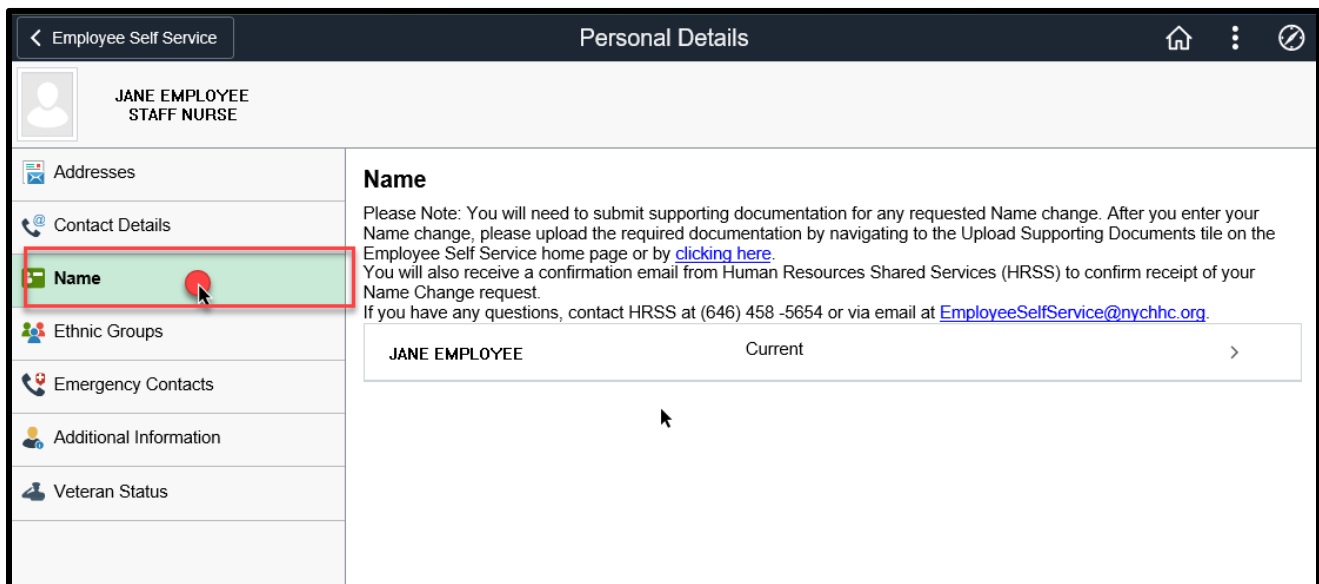
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## How to Change Your Name

1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



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



3. A Pop-Up Name Box will appear. Edit your Name to reflect your new Name. Click on the **Save** button on the upper right corner.

The screenshot shows the 'Employee Self Service' interface. On the left is a sidebar with navigation links: Addresses, Contact Details, Name (highlighted), Ethnic Groups, Emergency Contacts, Additional Information, and Veteran Status. The main area is titled 'Personal Details' and shows the user's profile for 'JOHN SMITH, Service Aide'. A modal window titled 'Name' is open in the center. It contains the following fields and information:

- Change As Of: 10/28/2021
- Name Format: English (dropdown menu)
- \*First Name: JOHN (text input)
- Middle Name: (empty text input)
- \*Last Name: SMITH (text input)
- Name Suffix: (dropdown menu)
- Display Name: JOHN SMITH
- Formal Name: JOHN SMITH
- Name: SMITH,JOHN

A red circle highlights the 'Save' button in the top right corner of the 'Name' modal.

4. A **“The Submit was Successful”** message will appear on the top of the screen. Your new name will be listed under your current name and **“Submitted for Approval”**. All name changes require supporting documentation and must be approved by HRSS.

The screenshot shows the 'Employee Self Service' interface. The 'Name' section is highlighted in the sidebar. The main area displays a 'Name' section with a 'Please Note' message and a table of name changes.

Please Note: You will need to submit supporting documentation for any requested Name change. After you enter your Name change, please upload the required documentation by navigating to the Upload Supporting Documents tile on the Employee Self Service home page or by [clicking here](#). You will also receive a confirmation email from Human Resources Shared Services (HRSS) to confirm receipt of your Name Change request. If you have any questions, contact HRSS at (646) 458 -5654 or via email at [EmployeeSelfService@nychhc.org](mailto:EmployeeSelfService@nychhc.org).

Name	Effective Date	Status
JOHN SMITH	Current	
JOHN SMITH	As of 10/28/2021	Submitted for Approval

A red box highlights the second row of the table, indicating the submitted name change.

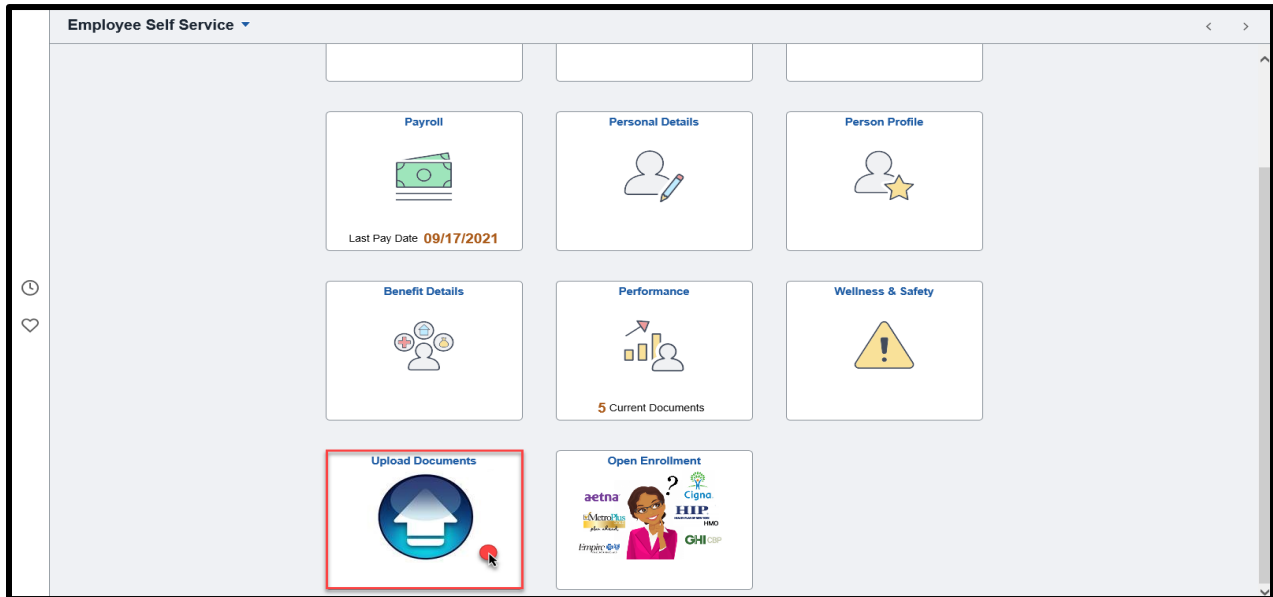
**Supporting documentation is required for all name changes (Social Security Card.)** You will receive a confirmation email stating that the name change request was submitted for approval. The email also contains instructions you must follow in order for your request to be approved/completed.

**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.

## How to Upload Name Supporting Documentation

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



2. Under **Search/Fill a Form**, click the **Add a New Value** tab to upload your Name Supporting Documentation form.

The screenshot shows the 'Upload Documents' page. On the left is a sidebar with a list of document types: Name Supporting Documentation (highlighted with a red box), Address Change Form, Qualifying Event/Hardship Form, Buy-Out Waiver Form, Domestic Partner Form, and Dependent Documentation Form. The main content area is titled 'Search/Fill a Form' and includes instructions: 'To review your saved Forms, click Search. To add a new Form, click the Add a New Value tab.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red box). Further down, there are search criteria options: 'Search by: Subject' (with a dropdown arrow) and 'begins with' (with a text input field). There is also a checkbox for 'Case Sensitive'. At the bottom, there are links for 'Search' and 'Advanced Search', and a footer with 'Find an Existing Value' and 'Add a New Value'.

- Under **Name Supporting Documentation**, click on the drop down to confirm that you have submitted your name change request and add any additional information in the *More Information* box. Click on the **Save** button; a Seq Nbr will be generated, then proceed to the **Instructions** tab.

Employee Self Service | Upload Documents

**Name Supporting Documentation**

Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab.

Subject: JOHN SMITH  
Employee ID: 000000000  
Status: Initial

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

More Information

**Save**

Form | Instructions

- Please read the Instructions Tab carefully, then proceed to the **Attachments** tab.

Employee Self Service | Upload Documents

**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).

- Please go to the Attachments tab and attach the necessary documentation (see below for details).
- The ONLY acceptable form of supporting documentation for a Name Change is a Social Security Card.
- Licensed employees must also submit an updated copy of their license with the new name, in addition to their Social Security Card.
- 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>

Form | **Instructions** | Attachments

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

The screenshot shows the 'Upload Documents' interface for 'Name Supporting Documentation'. The 'Attachments' tab is selected. The interface includes a sidebar with various form categories, a main header with 'Form', 'Instructions', and 'Attachments' tabs, and a main content area. The main content area displays 'Seq Nbr 100408' and 'Subject JOHN SMITH'. Below this, there is a 'Download Templates' section and an 'Upload your attachments' section. The 'Upload your attachments' section contains a table with columns for 'Description', 'Attached File', 'Attach', and 'Open'. The 'Attach' button in the first row of this table is highlighted with a red box.

- The File Attachment pop-up will appear. Click the **Browse...** button to search for your document.

The screenshot shows the 'Upload Documents' interface with a 'File Attachment' pop-up window. The pop-up window has a title bar 'File Attachment' and a close button. It contains a text input field, a 'Browse...' button (highlighted with a red box), and 'Upload' and 'Cancel' buttons. The background interface is dimmed, showing the same 'Upload Documents' page as the previous screenshot.

7. Once you have retrieved your document, click the **Upload** button to upload.

The screenshot shows the 'Upload Documents' page for 'Name Supporting Documentation'. A 'File Attachment' dialog box is open in the center, with the 'Upload' button highlighted by a red rectangle. The background interface includes a sidebar with various form categories, a top navigation bar with 'Form', 'Instructions', and 'Attachments' tabs, and a main content area with a table for 'Download Templates' and 'Upload your attachments'.

8. Click on the “+” (plus) icon to add more documents, if necessary. Repeat steps 11-12 to attach additional documents. [Click on the “-” (minus) icon to remove documents]. Click the **Open** link to view each document before submitting.

The screenshot shows the 'Upload Documents' page with the 'Attachments' tab selected. A table lists the uploaded documents. The 'Open' button for the first document is highlighted with a red circle, and the plus icon for adding more documents is also highlighted with a red square. The background interface is similar to the previous screenshot, but the 'File Attachment' dialog box is no longer present.

Description	Attached File	Open
1		Open

Description	Attached File	Attach	Open		
1	Social_Security_Card.pdf	Attach	Open	+	-



9. Once you have attached all files, click on the **Form** tab and click the **Submit** button at the bottom.

Employee Self Service | Upload Documents

**Name Supporting Documentation**

Seq Nbr 100410

**Name Supporting Documentation**

Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab.

Subject JOHN SMITH

Employee ID 000000000

Status Initial

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

More Information

Save Submit

Form | Instructions | Attachments

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

Employee Self Service | Upload Documents

**Name Supporting Documentation**

Subject JOHN SMITH

**Review/Edit Approvers**

Name Supporting Documentation: 100410:Pending

1

Pending

Multiple Approvers

eProfile\_name\_address\_changes

OK

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