How to Change Your Name

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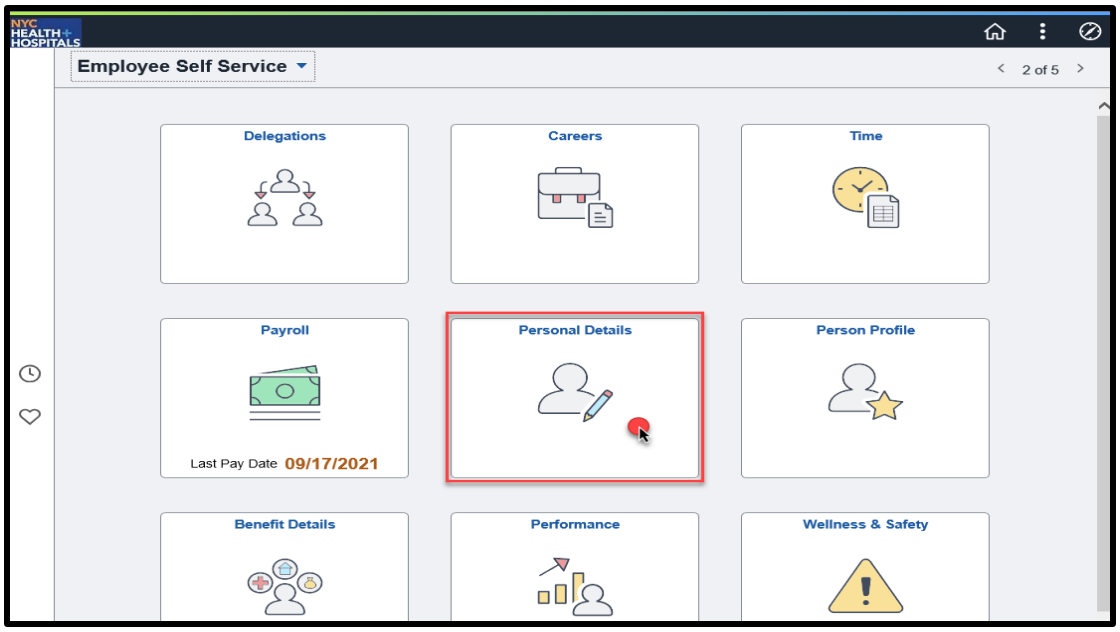
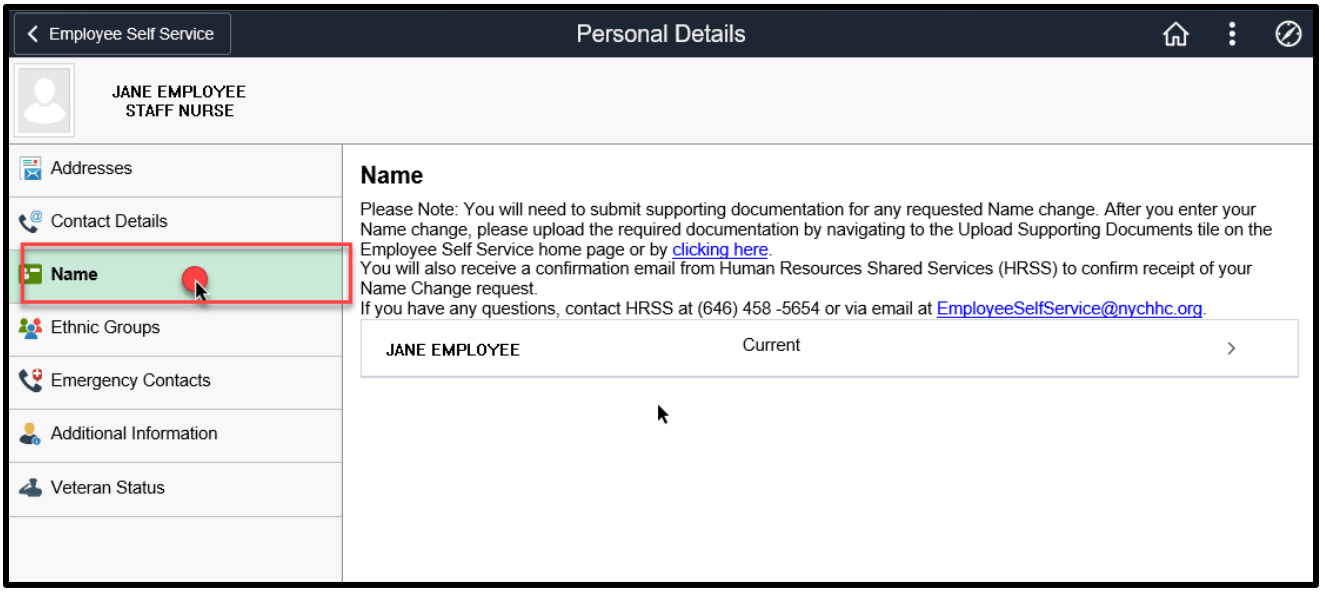
How to Change Your Name

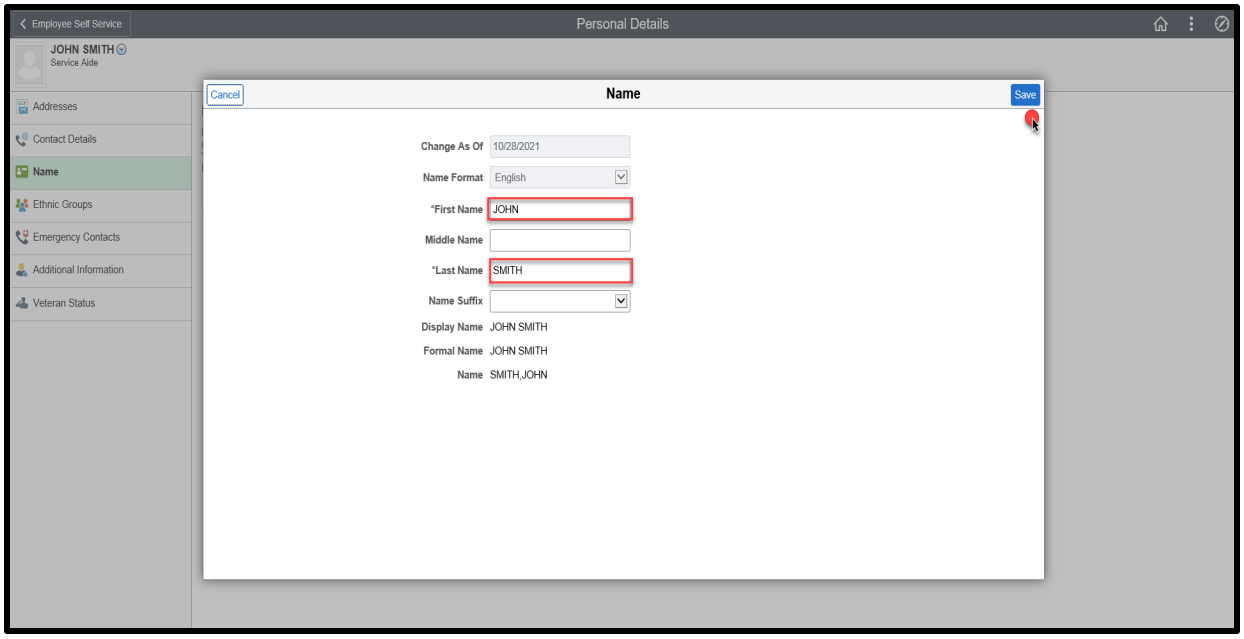
1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



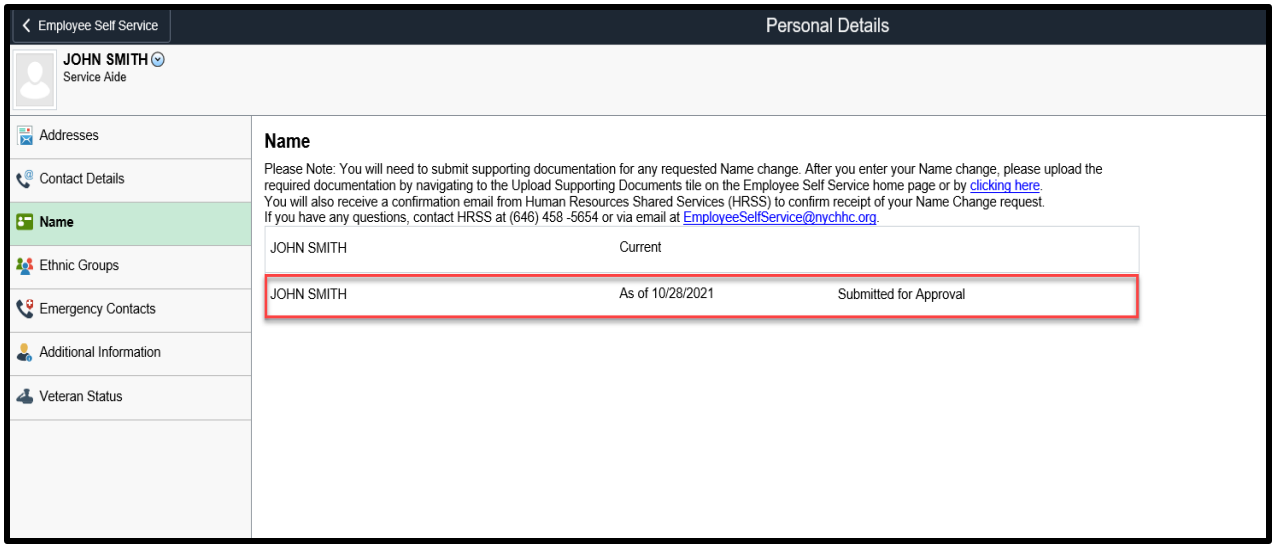
2. The **Personal Details** Page displays with your current information. Click the **Name** Tab on the left side of the page.



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.



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.



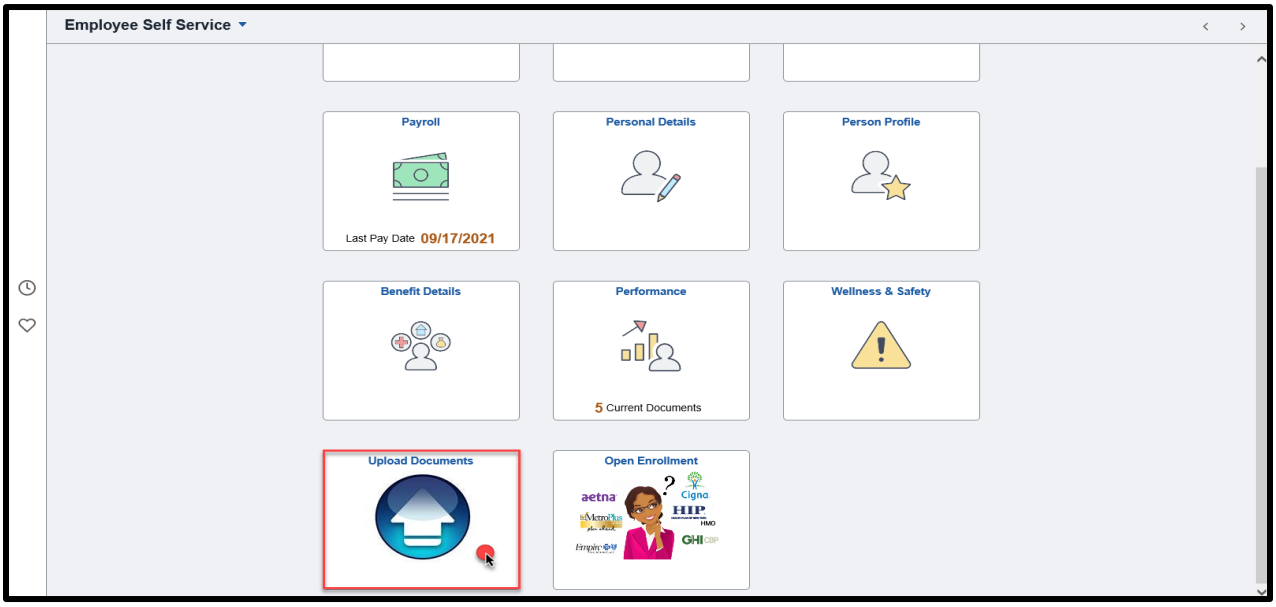
Supporting documentation is required for all name changes (Social Security Card.) You will receive a confirmation email stating that the name change request was submitted for approval. The email also contains instructions you must follow in order for you request to be approved/completed.

Remember:

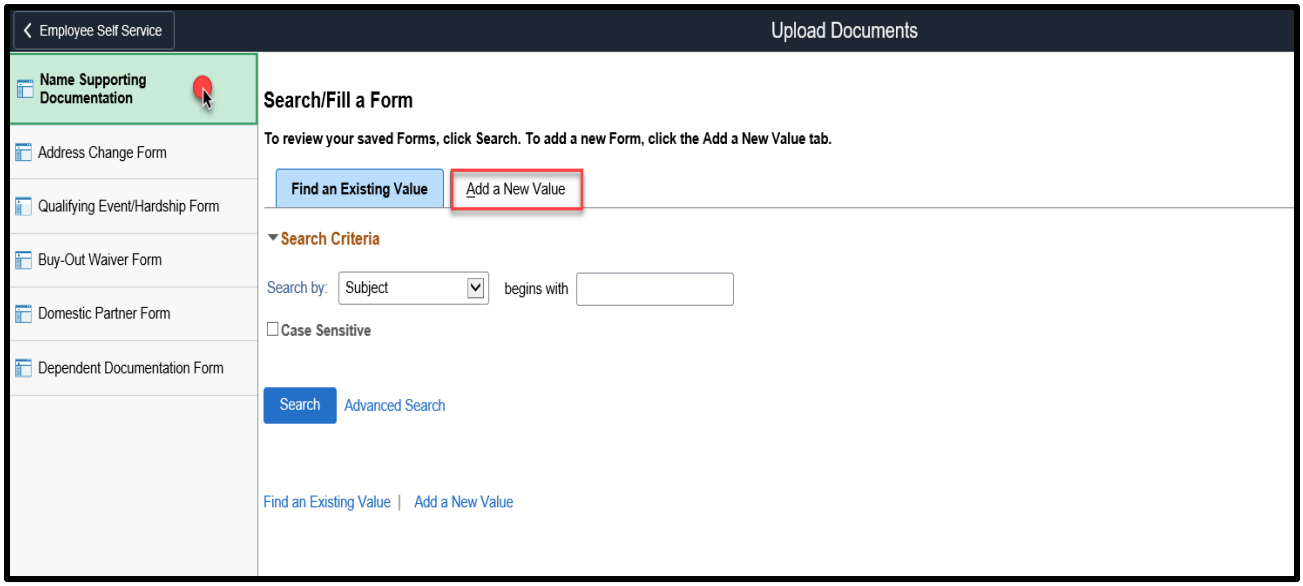
- Licensed employees **must** also submit an updated copy of their license with the new name, in addition to their **Social Security Card**.
- If your Supporting Documentation is **not** submitted within 5 business days of your Name Change request, the request will be denied.
- If the Supporting Documentation 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.

How to Upload Name Supporting Documentation

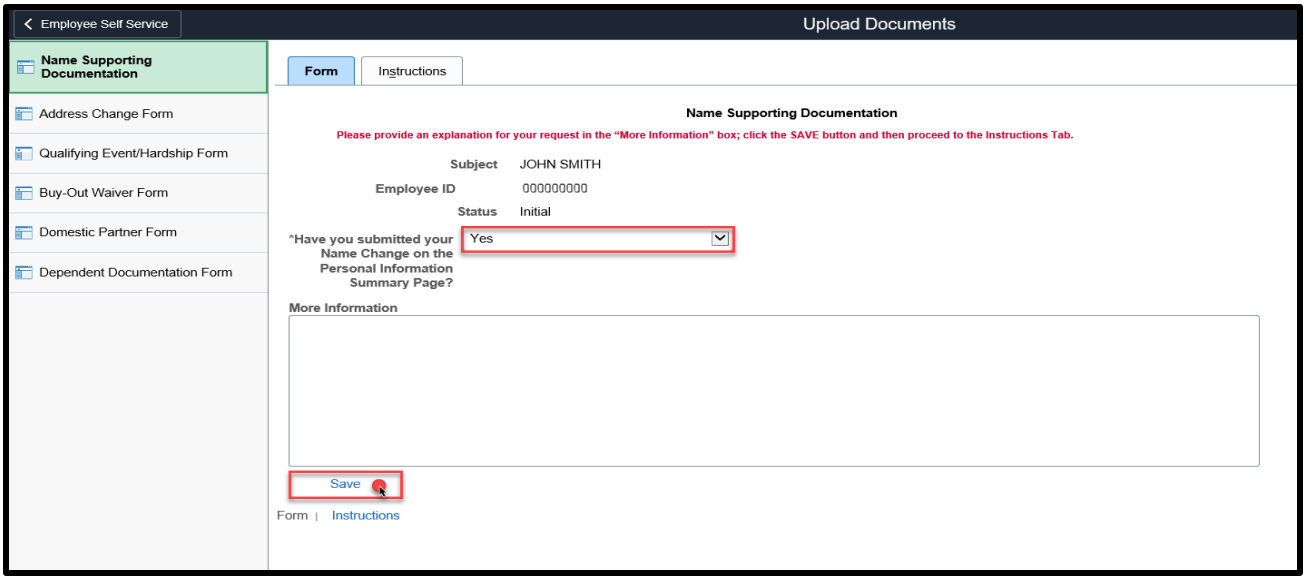
1. From the Name Change page, navigate to **<u>Upload Supporting Documents</u>** on the **homepage**:



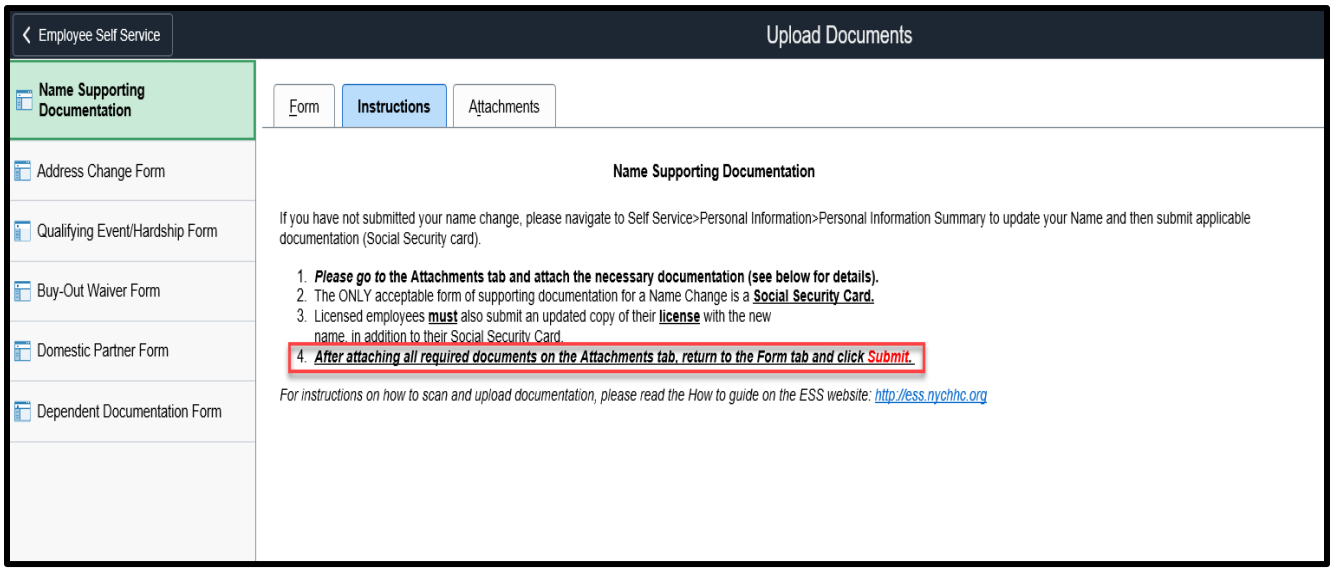
2. Under **Search/Fill a Form**, click the **<u>Add a New Value</u>** tab to upload your Name Supporting Documentation form.



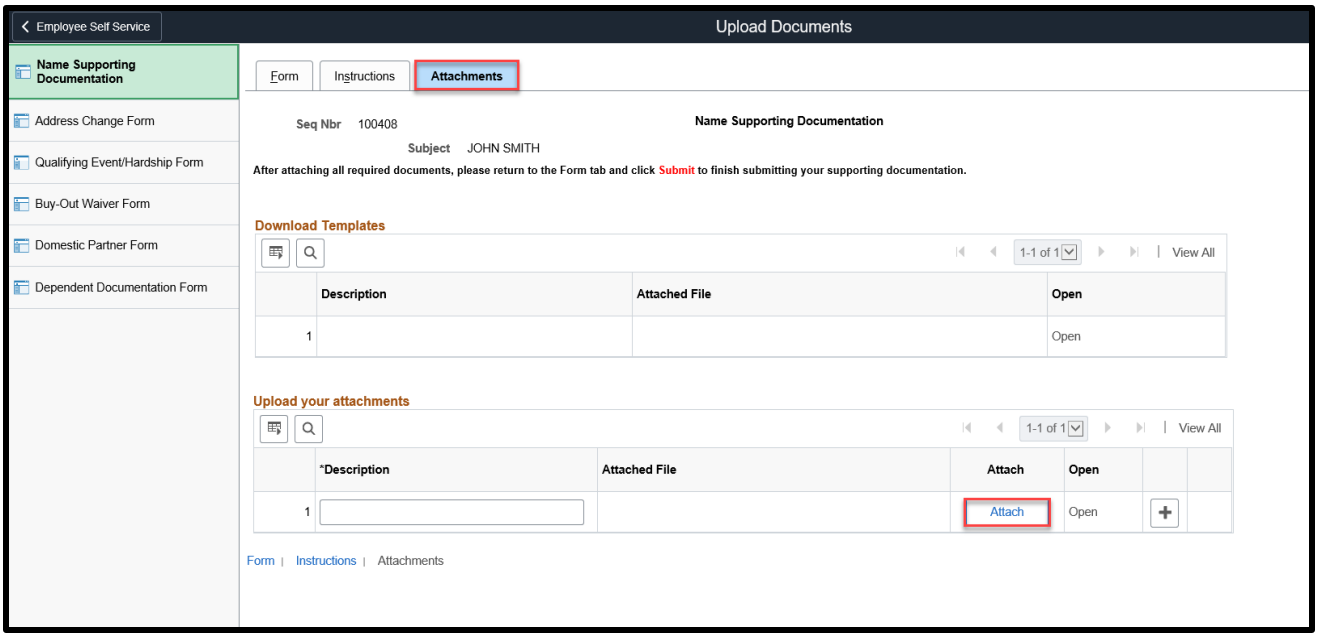
3. Under **Name Supporting Documentation**, click on the drop down to confirm that you have submitted your name change request and add any additional information in the *More Information* box. Click on the **Save** button; a Seq Nbr will be generated, then proceed to the **Instructions** tab.



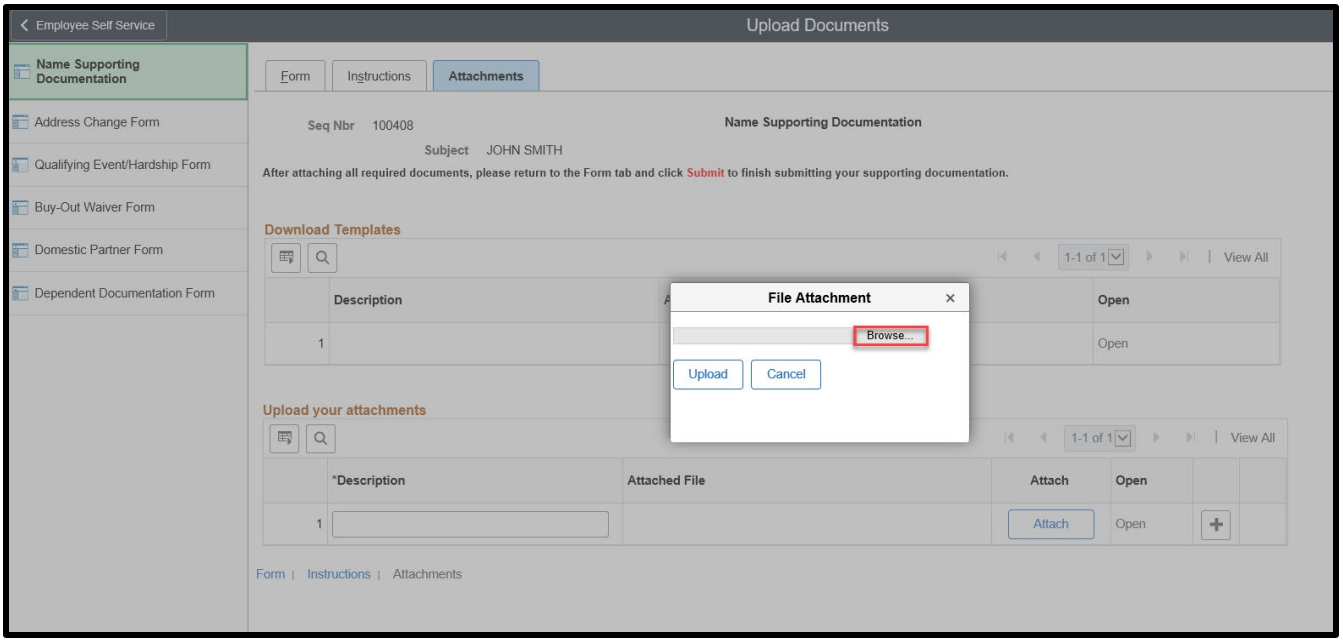
4. Please read the Instructions Tab carefully, then proceed to the **Attachments** tab.



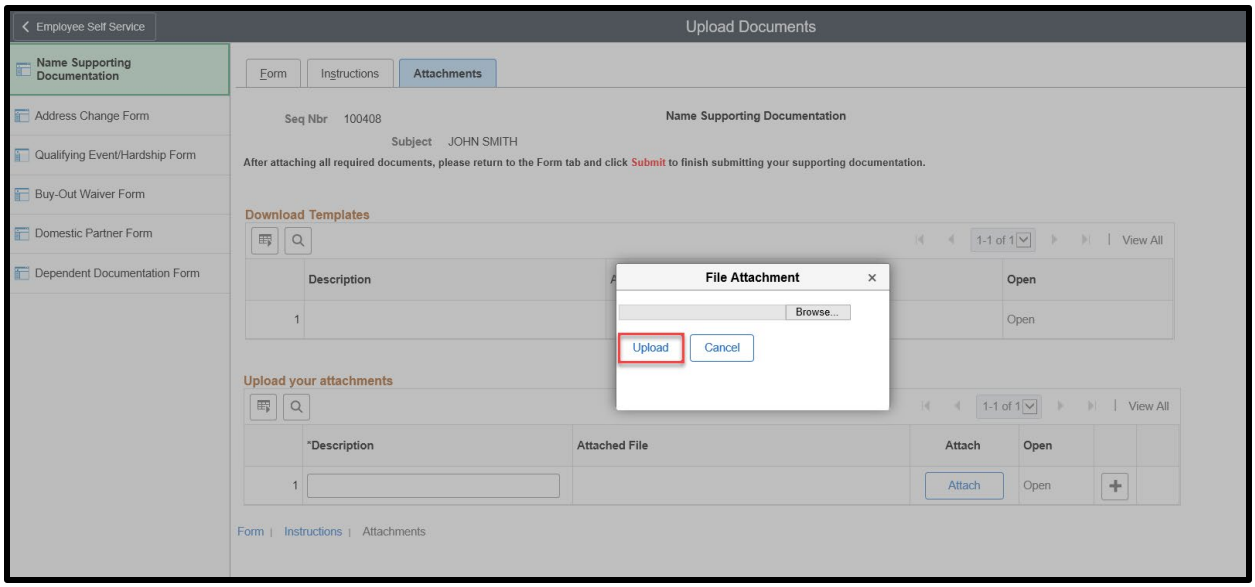
5. Click on the **Attach** button to attach a scanned copy of your Social Security Card.



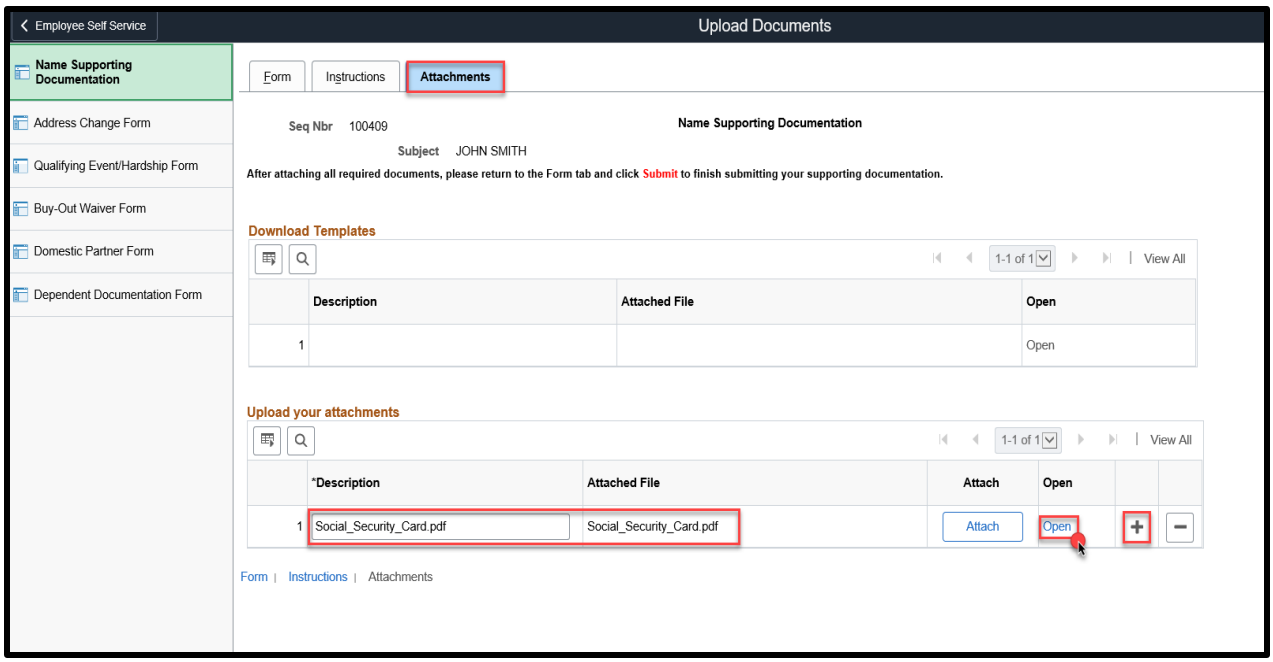
6. The File Attachment pop-up will appear. Click the **Browse…** button to search for your document.



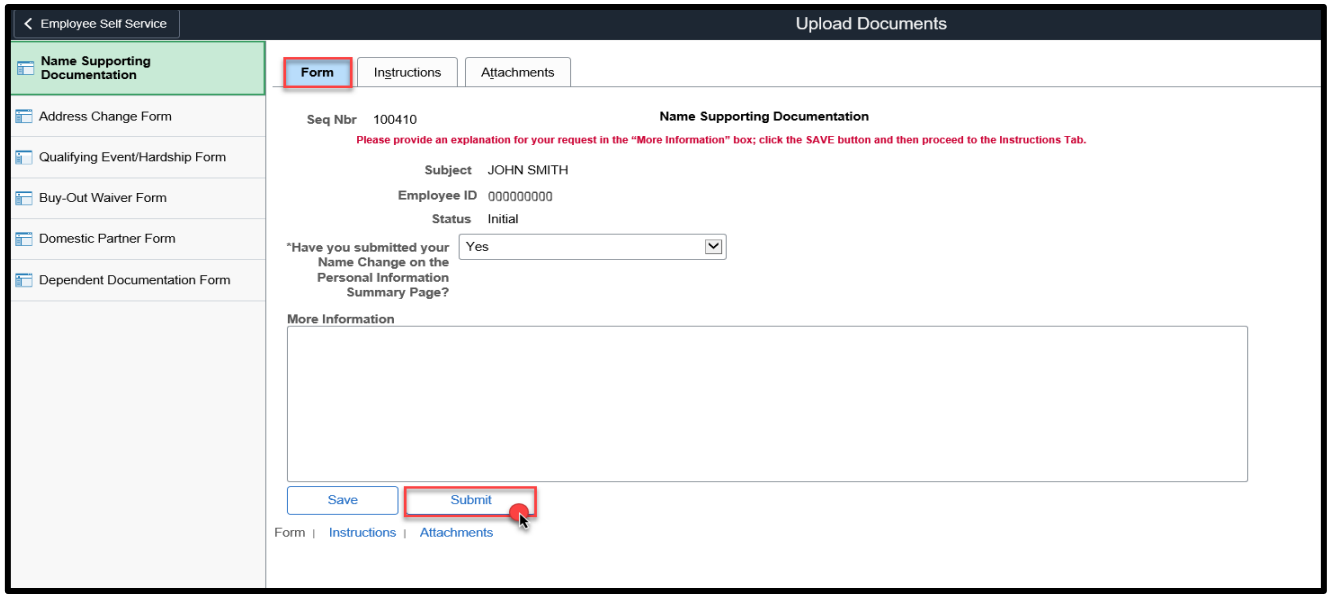
7. Once you have retrieved your document, click the **Upload** button to upload.



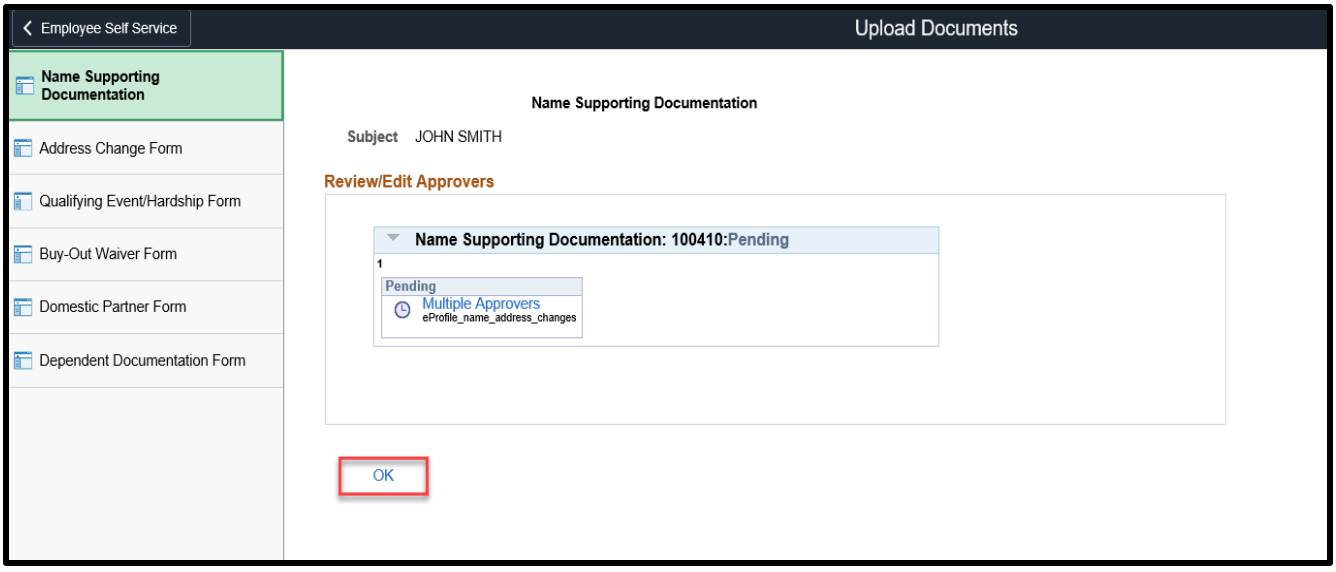
8. Click on the "+" (plus) icon to add more documents, if necessary. Repeat steps 11-12 to attach additional documents. [Click on the "-" (minus) icon to remove documents]. Click the **Open** link to view each document before submitting.



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



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



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