

How to Change Your Name TABLE OF CONTENTS

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NYC HEALTH+ HOSPITALS

How to Change Your Name

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

NYC HEALTH+ HOSPITALS ③ ♡			∩ : Ø					
Employee Self Service ~	Employee Self Service > < 2 of 4 > :							
Delegations	Time	Payroll						
4 <u>6</u> <u>6</u> <u>6</u>								
			Last Pay Date 01/19/2024					
Personal Details	Person Profile	Benefit Details	Performance					
20								
			3 Current Documents					
Wellness & Safety	Upload Documents	Emergency Reassignment	Group 11 Tuition Reimbursement					
		Ϋ́́Ϋ́́Ϋ́́Ύ						

2. The **Personal Details** Page displays several tiles to view a variety of personal information. Click on the **Name** Tile.

	\heartsuit				<u> </u>
Personal	Details				
	Addresses	Contact Details	Emergency Contacts	= [Name
		<u>C</u> a	C		8=
Up	dated 09/21/2015		2 Contacts		Updated 09/21/2015
(Gender Identity	Ethnic Groups	Veteran Status		Additional Information
You do	You do not have access to this information.	22			
		1 Ethnic Group	Not Submitted		



3. This Page displays your current information. The **Name** Tab will be highlighted in green on the left side of the page. Click on your current name to update.

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Personal Details						
Jane Doe Coordinating Manager						
M Addresses	Please Note for Employees Only: 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					
Contact Details	Employee Self Service home page or by <u>clicking here</u> . 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 <u>EmployeeSelfService@nychhc.org</u> . Name Details					
🔚 Name						
289 Ethnic Groups	Jane Doe Current >					
C Emergency Contacts						
Additional Information						
4 Veteran Status						
	•					

4. 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.

\leftarrow	Cancel	Name	Save
Per			
	Change As Of	02/27/2024	
	Name Format	English ~	·
	*First Name	Jane	
	Middle Name		nge
	*Last Name	Smith	
	Name Suffix	~	
~~~ I	Display Name	Jane Smith	>
<b>?</b>	Formal Name	Jane Smith	
òč	Name	Smith, Jane	
4			

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5. 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.

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Personal Details				Address of Delay	Vonest	9 - Caro
Jane Doe Coordinating Manager						
M Addresses	Please Note for Employees Only: You enter your Name change, please uplo	will need to submit supporting documentation for ad the required documentation by navigating to	or any requested Name cha the Upload Supporting Doo	ange. Afte cuments f	er you tile on t	he
Contact Details	Employee Self Service home page or You will also receive a confirmation er request.	by <u>clicking here</u> . mail from Human Resources Shared Services (H	RSS) to confirm receipt of	your Nar	me Cha	ange
🔚 Name	If you have any questions, contact HRSS at (646) 458 -5654 or via email at EmployeeSelfService@nychhc.org Name Details					
음: Ethnic Groups	Jane Doe	Current				
C Emergency Contacts	Jane Smith	As of 02/27/2024	Submitted for Approv	/al		
Additional Information						
🕹 Veteran Status						



#### Supporting documentation is required for all name changes.

A government issued document with your name must be uploaded (i.e. Driver's License, State I.D., Court Order, Social Security Card, Passport, Birth Certificate). 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 <u>must</u> also submit an updated copy of their license with the new name.
- If your Supporting Documentation is <u>not</u> submitted within 5 business days of your Name Change request, the request will be denied.
- If the Supporting Documentation submitted is <u>not</u> legible, your Name Change request will be denied.
- If the Supporting Documentation submitted does <u>not</u> 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.

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### How to Upload Name Supporting Documentation

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



2. On the upper right corner, click the <u>Create a New Request</u> box to upload your Name Supporting Documentation form.

←   ⊙ ♡	○ : ⊘
Upload Documents	
Name Supporting Documentation	New Window Search/Fill a Form
Address Change Form	View Previous Request
T Qualifying Event/Hardship Form	Search Criteria     To review your saved Forms, click Search. To add a new Form, click Create a New Request tab
Buy_Out_Waiver	🕄 Recent Searches Choose from recent searches V 🖉 🗖 Saved Searches Choose from saved searches V
Domestic Partner Form	
E Dependent Documentation Form	Search by: Sequence Number
	Show more options           Search         Clear
	Nothing yet Your search results will appear here



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.

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Upload Documents			
Name Supporting Documentation	Form Instructions	ersonalize	Page
Address Change Form	Name Supporting Documentation		
Cualifying Event/Hardship Form	Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab. Subject Jane Smith		
Buy_Out_Waiver	Employee ID 00000000		
Tomestic Partner Form	Status Initial "Have you submitted your Yes		
Dependent Documentation Form	Name Change on the Personal Information Summary Page?		
	More Information		

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

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Upload Documents			11	1.10
Carl Name Supporting Documentation	Eorm Instructions	Personali	ze Pa	ge 🔺
Address Change Form	Name Supporting Documentation			
Qualifying Event/Hardship Form	If you have not submitted your name change, please navigate to Self Service>Personal Information>Personal Information Summary to update your Name and then documentation (Social Security card).	submit ap	oplicat	le
Buy_Out_Waiver	<ol> <li>Please go to the Attachments tab and attach the necessary documentation (see below for details).</li> <li>The ONLY acceptable form of supporting documentation for a Name Change is a <u>Social Security Card.</u></li> <li>Licensed employee must also submit an undated conv of their license with the new.</li> </ol>			
E Domestic Partner Form	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.			
E Dependent Documentation Form	For instructions on how to scan and upload documentation, please read the How to guide on the ESS website: <u>http://ess.nychhc.org</u>			



5. Click on the **Attach** button to attach a scanned copy of your government issued document.

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Upload Documents								
Name Supporting Documentation	Eorm Instructions	Attachments			New Window	Perso	nalize Pa	ıge
Address Change Form	Seq Nbr 132331		Name Supporting Documentation					
Cualifying Event/Hardship Form	Sul After attaching all required d	bject Jane Doe locuments, please return to the Form tab and o	lick Submit to finish submitting your supporting documental	tion.				
Buy_Out_Waiver								
Domestic Partner Form	Download Templates			<	✓ > >	Viev	v All	
E Dependent Documentation Form	Description		Attached File		Open			
	1				Open			
	Upload your attachmer	nte						
				<	1 • > >	Vie	ew All	
	*Description		Attached File	Attach	Open			
				Attach	Open	+		
	Form   Instructions   Atta	ichments						

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

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Upload Documents								
Name Supporting Documentation	Eorm Instructions Atta	achments				New Window	Perso	nalize Page
Address Change Form	Seq Nbr 132331		Name Supporting	Documentation				
Qualifying Event/Hardship Form	Subject After attaching all required documents	Jane Doe , please return to the Form tab and cli	ck <mark>Submit</mark> to finish submitt	ing your supporting documentation.				
Buy_Out_Waiver								
Domestic Partner Form	Download Templates	Choose File No file cho	sen			<b>~</b> > >)	View	All
Dependent Documentation Form	Description	Upload	1			Open		
	1					Open		
	Upload your attachments							
	(E) Q					$\bullet$ > >	I I Vie	w All
	*Description		Attached File		Attach	Open		
	1				Attach	Open	+	
	Form   Instructions   Attachments							



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

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Upload Documents			
Name Supporting Documentation	Eorm Instructions Attachments		New Window   Personalize Page
Address Change Form	Seq Nbr 132331	Name Supporting Documentati	n
Cualifying Event/Hardship Form	Subject Jane Doe After attaching all required documents, please return to the F	Form tab and click <mark>Submi</mark> t to finish submitting your suppo	ting documentation.
Buy_Out_Waiver	Paral at Tanak da	File Attachment	
Domestic Partner Form		File Jane Smith Driv License PDF.pdf	I< < 1-1 of t v > >     View All
Dependent Documentation Form	Description	d Cancel	Open
	1		Open
	Unload your attachments		
			K K 1.1 of 1 v > > I View All
	*Description	Attached File	Attach Open
	1		Attach Open +
	Form   Instructions   Attachments		

8. Click on the "+" (plus) icon to add more documents, if necessary. Click on the "- "(minus) icon to remove documents. Click the **Open** link to view each document before submitting.

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Upload Documents							
Name Supporting Documentation	<u>F</u> orm	Instructions Attachments			New Window	Personali	ze Page
Address Change Form	Seq Nb	vr 132331	Name Supporting Documentation				
📔 Qualifying Event/Hardship Form	After attachi	Subject Jane Doe ing all required documents, please return to the Form tab and	click Submit to finish submitting your supportin	ng documentation.			
Buy_Out_Waiver							
Domestic Partner Form	Download	I Templates		I< < 1-1 of 1	✓ > >	View All	
E Dependent Documentation Form		Description	Attached File		Open		
	1				Open		
	Upload yc	pur attachments					
	E, Q			K < 1	-1 of 1 🗸 >		/iew All
		*Description	Attached File	Attach	Open		
	1	Jane_Smith_Driver_s_License_PD	Jane_Smith_Driver_s_License_PDF.pdf	Attach	Open	+	-
	Form   Inst	ructions   Attachments					



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

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Upload Documents			
Name Supporting Documentation	Form Instructions Attachments	Personaliz	e Page
Address Change Form	Seq Nbr 132331 Name Supporting Documentation		
Cualifying Event/Hardship Form	Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab. Subject Jane Doe		
Buy_Out_Waiver	Employee ID 00000000		
Domestic Partner Form	Status Initial "Have you submitted your Yes		
Dependent Documentation Form	Name Change on the Personal Information Summary Page?		
	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.



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