

31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

## NAME CHANGE

- 1. Log in with your CUNYFirst credentials and navigate to **Employee Self Service**.
- 2. On Employee Self Service, click on Personal Details.

LaGuardia <sup>Community College</sup>	Menu 🗸	Search in Menu	Q
Employee Self Service	~ (1)		
Personal De	tails (2)	Employment Verification Lette	HCM (

3. On **Personal Details**, click on the **Name** tile.

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Personal I	Details		
	Addresses	Contact Details	Emergency Contacts
		¢@	
	Updated 05/18/2017		2 Contacts
	Marital Status	Name	Gender Identity
	CD)	<u>≥</u>	
	Updated 10/01/2011	Updated 06/13/2017	Updated 04/15/2020

4. On Name Details click on the Current name.

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Personal Details					
Jane Doe S IT Assistant 1 Update Photo					
M Addresses	Name Details				
Contact Details	Jane Doe	Current		Prin	> nary
있 Marital Status					-1
Same Name					
283 Ethnic Groups					

5. Edit name entering the change effective date, and changes desired. Click **Save**.

ncel	Name	Save
		* Indicates required field
When attributes are changed to a name in Employee S However, HR should contact the employee promptly wi Otherwise, the request should be denied if documentat	elf-Service (Prefix, first name, mide nen a request is received, to verify ion is not provided to be verified.	lle name, last name, suffix), the change(s) will trigger a workflow to prompt HR to revie an updated SSN card reflecting the name change before approving the name change
Change As Of	02/14/2025	
Name Format	English ~	
Name Prefix	~	
*First Name	Jane	
Middle Name		
*Last Name	Doe	
Name Suffix	~	
Display Name	Jane Doe	
Formal Name	Jane Doe	
Name	Doe,Jane	

**Note:** Once the changes are submitted, HR will contact the employee to request supporting documentation for the name change for approval.