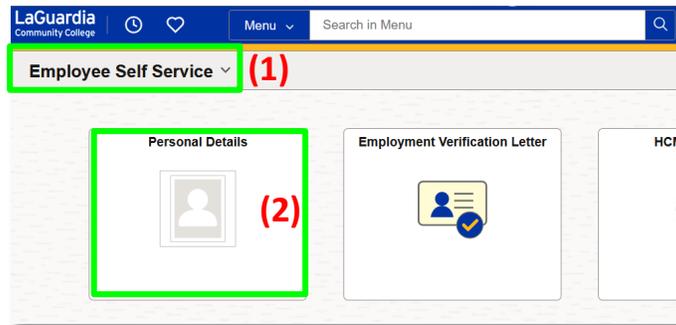


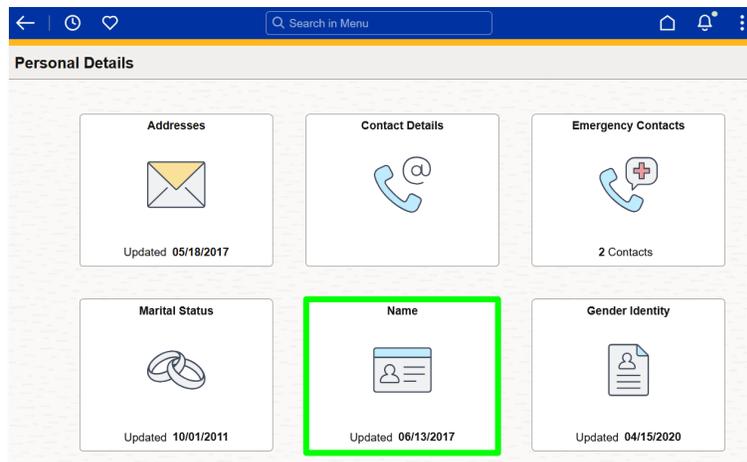


NAME CHANGE

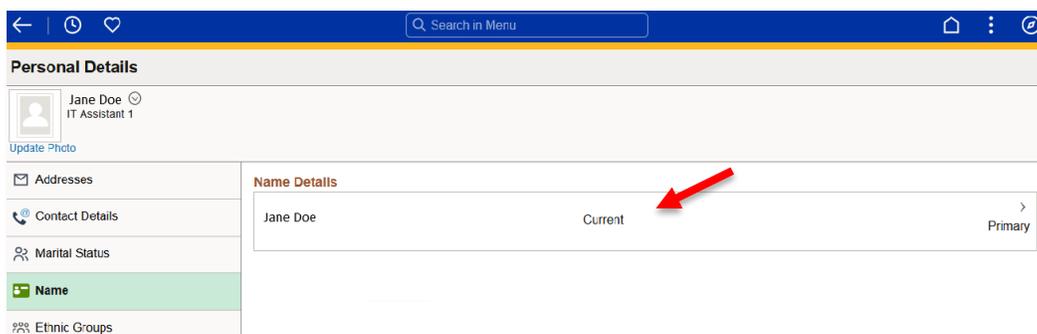
1. Log in with your CUNYFirst credentials and navigate to **Employee Self Service**.
2. On **Employee Self Service**, click on **Personal Details**.



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



4. On **Name Details** click on the **Current** name.



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

Name

** Indicates required field*

When attributes are changed to a name in Employee Self-Service (Prefix, first name, middle name, last name, suffix), the change(s) will trigger a workflow to prompt HR to review. However, HR should contact the employee promptly when a request is received, to verify an updated SSN card reflecting the name change before approving the name change. Otherwise, the request should be denied if documentation is not provided to be verified.

Change As Of

Name Format

Name Prefix

*First Name

Middle Name

*Last Name

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.