Name Change

Step 1 – Click Human Capital Management

Step 2 – Click on Main Menu -> Self Service -> Personal Information -> Name Change
Step 3 – Click on **Edit Name**

Click **Submit** after you have entered your new name.  
Note: You are required to send proof of the name change to Human Resources.

**Current Name**

**New Name**

*Date Name Change Will Take Effect:* 04/14/2017

*Name Format:* English

Click **Edit Name**

Step 4 – Modify the information in the form, then click **Refresh Name** and click **OK**

Click **Refresh Name**

Click **OK**
Step 5 – Click on **Submit**.

**Name Change**

If you have changed your name, please indicate your new name below.

Note: You are required to send proof of the name change to Human Resources.

**Current Name**

[Current Name]

**New Name**

*Date Name Change Will Take Effect: 04/14/2017*

*Name Format: English  
Name: [

[Submit]  [Click Here]

**Note:** Once you Submit your changes, then a notification will be sent to HR and someone will contact you shortly requesting documentation in order to approve your request.