

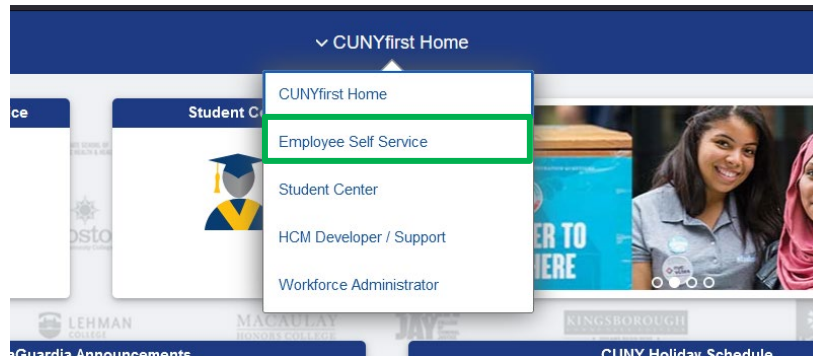


LaGUARDIA COMMUNITY COLLEGE

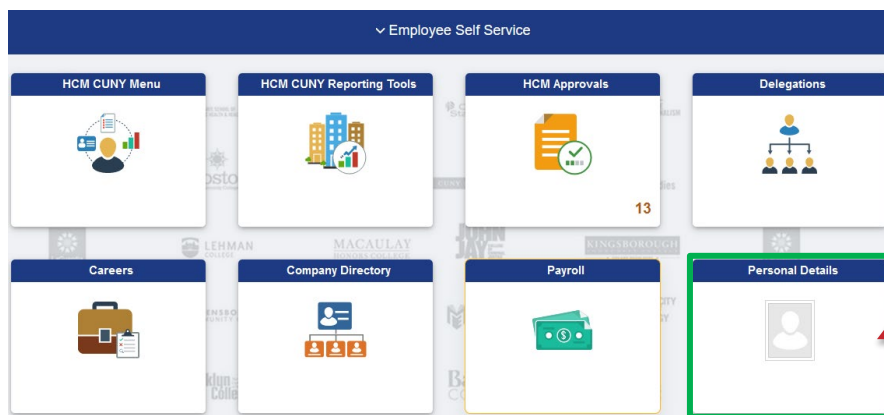
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NAME CHANGE

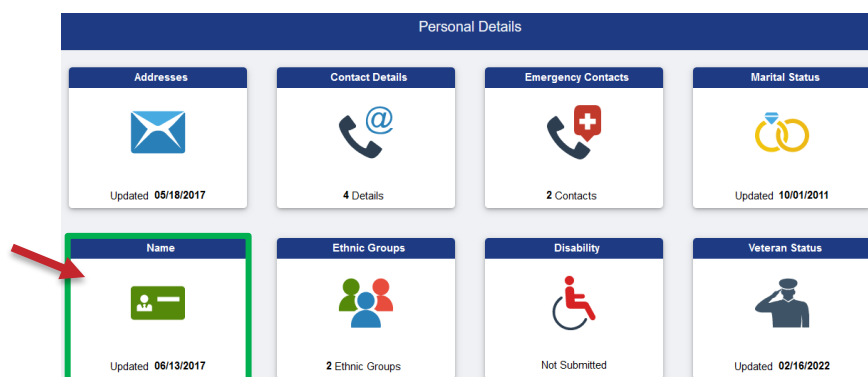
1. Log in with your CUNYFirst credentials and navigate to 'Employee Self Service'.



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.

The screenshot shows a user profile for Jane Doe, College Assistant H. On the left is a sidebar with navigation links: Addresses, Contact Details, Marital Status, Name (highlighted in green), and Ethnic Groups. The main content area is titled 'Name Details' and contains a table with one row: 'Jane Doe' under the 'Name' column and 'Current' under the 'Status' column. A red arrow points to the 'Current' status text.

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

The screenshot shows the 'Name' edit form. It has a 'Cancel' button on the top left and a 'Save' button on the top right, with a red arrow pointing to the 'Save' button. The form fields are: 'Change As Of' (07/13/2022), 'Name Format' (English), 'Name Prefix' (empty), '*First Name' (Jane), 'Middle Name' (empty), '*Last Name' (Doe), and 'Name Suffix' (empty). Below these fields, it shows 'Display Name' as Jane Doe, 'Formal Name' as Jane Doe, and 'Name' as Doe, Jane.

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