Name Change

1.	Click the **Workforce Administration** link. Workforce Administration
2.	Click the **Personal Information** link. Personal Information
3.	Click the **Modify a Person** link.
4.	Enter EmplID, Name, or Last Name. Drop down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
5.	Click the **Search** button. If multiple employee records are listed,click on the appropriate employee record. Search
6.	Click the **Plus (+) key** in the **Name** section to add a new row.
7.	Enter the effective date of the change into the **Effective Date** field.
8.	Click the drop down arrow to select from the **Format Type** list.
9.	Click the **English** list item. English
10.	Click the **Edit Name** link. Edit Name
11.	Click the drop down arrow to select from the **Prefix** list.
12.	Click the appropriate item in the **Prefix** list Mrs
13.	Enter the new last name into the **Last Name** field.
14.	Click the drop down arrow to select from the **Suffix** list.
15.	Click the appropriate item from the **Suffix** list. M. D.
16.	Click the **OK** button. OK
17.	To review Name History, Click the **Include History** button. Include History

18.	To review Name History, Click the **View All** link. 
19.	Click the **View 1** link to collapse the **Name** section. 
20.	Click the **Save** button. 
21.	**End of Procedure.**