
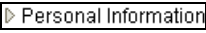
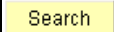







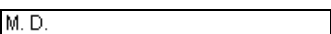
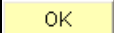
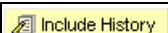





Name Change

1.	Click the Workforce Administration link. 
2.	Click the Personal Information link. 
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. 
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. 
10.	Click the Edit Name link. 
11.	Click the drop down arrow to select from the Prefix list. 
12.	Click the appropriate item in the Prefix list 
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. 
16.	Click the OK button. 
17.	To review Name History, Click the Include History button. 

Quick Guide



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.