

## How Do I Change My Name?

NOTE: Important! Whenever an employee changes his/her name, he/she must promptly update the name stored within the OneUSG HCM system. This name is reflected on items such as the W-2 form. Failure to update this information in a timely manner can delay the issuance of important documentation.

### Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Personal Details** tile.
4. On the **Personal Details** page, click the **Name** link.

### Update the Home Address Information

5. Click the **Current** link associated with the **Name** entry.
6. On the **Name** page, click the **Choose a date (Calendar)** icon associated with the **Change As of** field and select the date when the address change will take effect. Note: The date entered must be the current date or later.
7. Accept the default value populated by the system in the **Name Format** field; no update is required.
8. Click the **Drop Down** icon associated with the **Prefix** field and select an appropriate value from the listing.
9. Click the **First Name** field and make any needed updates.
10. Click the **Middle Name** field and make any needed updates.
11. Click the **Last Name** field and make any needed updates.
12. Click the **Drop Down** icon associated with the **Suffix** field and select an appropriate value from the listing, if applicable.
13. Click the **Save** button.



**Submit Supporting Documentation**

14. Name changes must be validated and approved by the institution's HR team.
15. Contact your HR representative to determine the proper procedure for submitting the required documentation to support the name change request.

**Complete the Task/Sign Out of Application**

16. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



17. Click the **Sign Out** option in the listing.

