

# Maintain Personal Information – Change Name (Legal/Preferred)

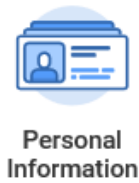
## Overview

This process allows you to update your legal and/or preferred name.

**Who Does This:** Employee

## Things to Know:

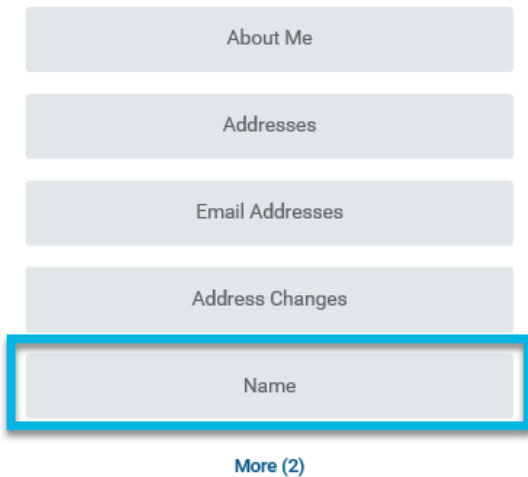
- If you change your legal name, you must provide documentation of your new legal name to your HR Business Partner.



### Step 1

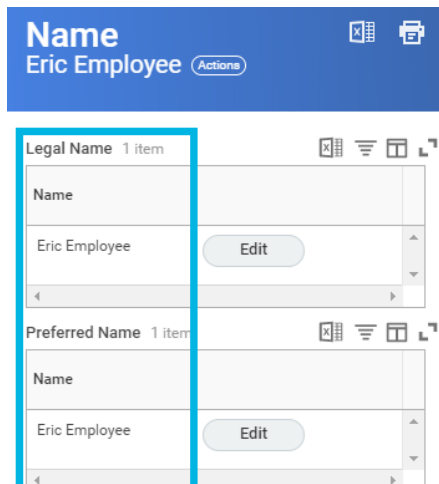
Choose the **Personal Information** worklet.

### View



### Step 2

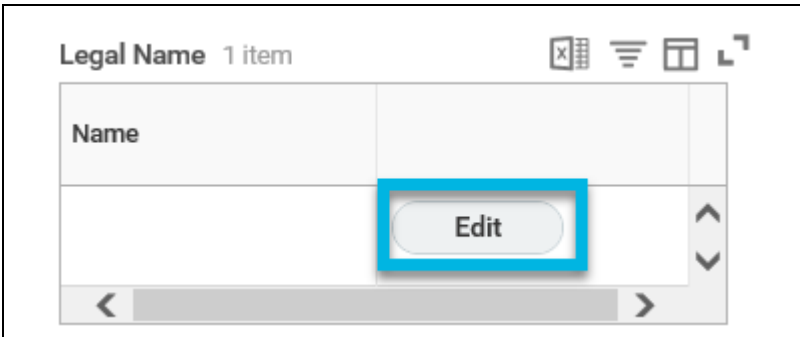
Under View, click **Name**.



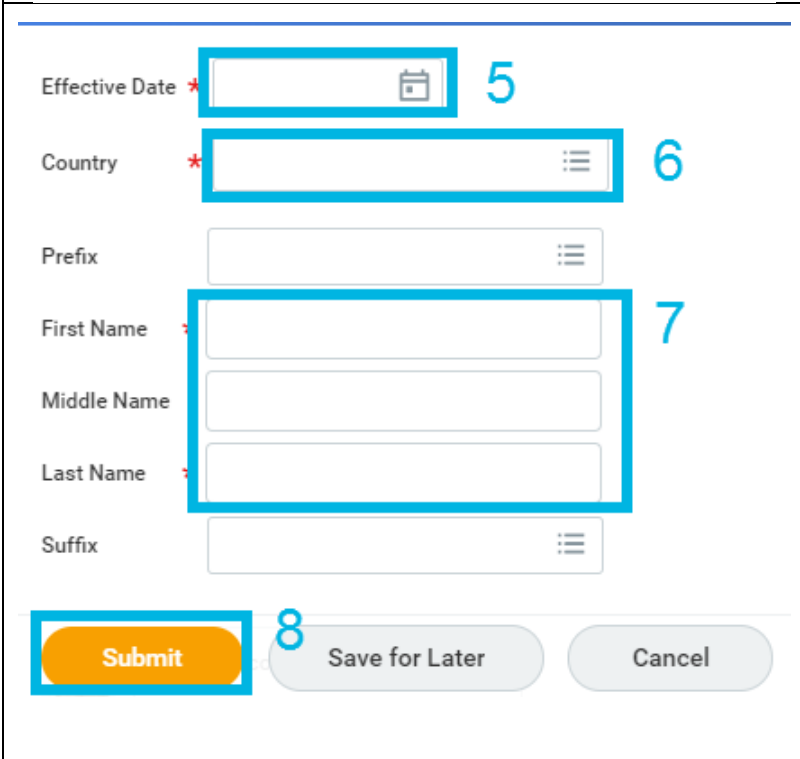
### Step 3

Review your legal name and preferred name.

If changes need to be made for your legal name, proceed to Step 4. If changes need to be made for your preferred name, proceed to Step 11. If no changes are needed, Maintain Personal Information – Change Name (Legal/Preferred) is complete.



**Step 4**  
Click **Edit** under Legal Name.



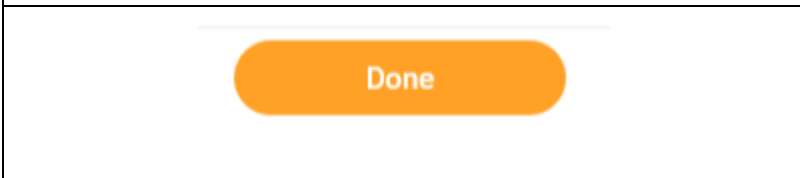
**Step 5**  
Use the calendar icon  to select the Effective Date.

**Step 6**  
Use the list icon  to select the appropriate country.

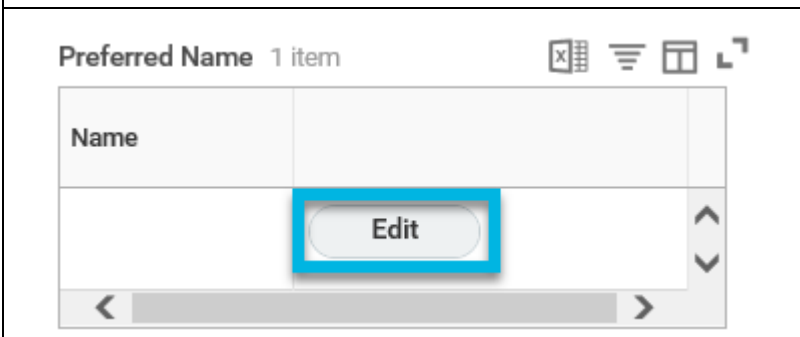
**Step 7**  
Type your legal name in the First Name, Middle Name, and Last Name fields.

**Step 8**  
Click **Submit**.

Once you click submit, you will receive a To Do step to provide government approved documentation of your legal name to your HR Business Partner.



**Step 9**  
Click **Done**.



**Step 10**  
Click **Edit** under Preferred Name.

	<p><b>Step 11</b> If the Use Legal Name as Preferred Name box is checked, uncheck the box to edit your preferred name.</p>
<p><b>Step 12</b> Use the list icon  to select the appropriate country.</p>	<p><b>Step 13</b> Type your preferred name in the First, Middle, and Last Name fields.</p>
<p><b>Step 14</b> Click <b>Submit</b>.</p>	<p><b>Step 15</b> Click <b>Done</b>.</p>

## FAQ's

**What happens next?** If you edited your legal name, your update will be pending until you provide the required government approved documentation of your legal name to your HR Business Partner. After you provide the documentation, your HR Business Partner will approve your legal name change and the process will be complete. If you edited your preferred name, the process is complete upon your submission of the change.