[Approving a Name Change](http://ctclinkreferencecenter.ctclink.us/m/79748/l/1204818-9-2-approving-a-name-change) – also see [Name - Adding/Updating](http://ctclinkreferencecenter.ctclink.us/m/79718/l/928162-9-2-adding-updating-names)

**PRIMARY NAME CHANGES CAN ONLY BE DONE IN MODIFY A PERSON**

Nav>Workforce Administration>Self Service Transactions>Employee Name Change Requests

**Approving a Name Change and Adding /Updating Additional Names (including preferred)**

**Purpose**: Use this document as a reference for how to approve a name change in ctcLink.

**IMPORTANT:** Before you begin this process, be sure to run the query

**QHC\_HR\_SS\_APPROVALS\_PNDG\_RPT** to retrieve the list of employees requesting a name change.

1. On the **Name Change** search page, enter the **Empl ID.**
2. Select **Search.**
3. The **Name Change** page displays. On this page review the **Current Name** and the **New Name** change information.
4. Select one of the three options listed in the **Administrator Actions** section. Once complete, select **Save**.



**Adding/Updating Additional Names**

When adding a **Preferred Name** in the **Modifying a Person** transaction, continue with this procedure to enter the Preferred Name to the **Additional Name** pages. By doing so, the **Preferred Name** will display in the CS Pillar.

Nav>Workforce Administration>Personal Information>Biographical>Additional Names

1. The **Additional Names** search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button.



1. The **Additional Names** page displays.
2. The first record displayed will be the **Primary Name**.
3. Select the plus sign **[+]** to add a new row.

**NOTE:** When viewing the **Type of Name** options, the *Primary* name type is not available. Updates to the *Primary* Name of an individual should be done in the personal data in the **Modify a Person** component.

The **First Name** and **Last Name** are the Legal Name(s) for the employee as verified by their driver’s license, government issued ID, or birth certificate. The Legal Name(s) will show on legal documents/screens such as Payroll and Tax information.

Select the ***View Name History*** link in the Primary row to view any historical name data for this person.

1. Select the appropriate **Type of Name** from the drop-down menu.
2. Select the **Add Name Data** link.



1. The **Name History** page displays.
2. Enter the appropriate **Effective Date**.
3. The **Status** will default to **Active**, change if needed.
4. Select the appropriate **Name Format** from the drop-down menu.
5. Select the **Edit Name** link to enter the new name.



1. Enter/Select the **Name Prefix**, if applicable.
2. Enter the **First Name**, required (even if there is no change to the first name).

This needs to be the same as the Preferred First Name in order to show in the CS Pillar.

If you enter the legal name in the First and Last Name fields, even though the **Name Type** is **Preferred**, it will be what shows in the CS Pillar.

1. Enter the **Middle Name**, if applicable.
2. Enter the **Last Name**, required (even if there is no change to the last name).

This needs to be the same as the **Preferred Last** **Name** in order to show in the CS Pillar.

1. Enter/Select the **Name Suffix**, if applicable.
2. Enter the **Preferred First Name**. (This should be the same as First Name.)
3. Enter the **Preferred Last Name**. (This should be the same as Last Name.)
4. Select the **Refresh Name** button to populate the **Display Name, Formal Name**, and **Name** fields.
5. Select the **OK** button to return.



1. The **Name History** page displays.
2. Select **OK** to exit.



1. The **Additional Names** page displays.
2. Verify that all the data is accurate.
3. Select the **Save** button.



That’s it! 😊