


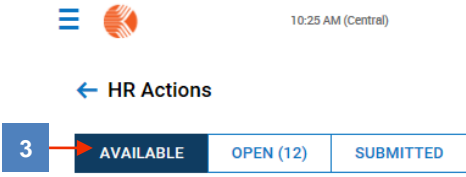
DESKTOP – NAME CHANGE

Objective

To learn how to submit an HR Action request for personal information changes & update banking information.


Name Change

1. Click the **Show Menu**  icon to open the Navigation menu (top left corner of screen).
2. Click the **My HR** option & from the drop down menu select **HR Actions**.
3. Navigate and click on the **Available** tab for a list of HR Actions to appear.
4. Click the **Start** option to the right of **Name Change** to update your name.
5. Update your **First Name** or **Last Name & Effective From** date.
6. Select **Upload Document** to attach Government Issued Document for Proof of name change.
7. Click **Submit** when finished to request name change.
You will receive a notification from Human Resources to obtain proof of name change.



Name Change

Update * mandatory fields as necessary > Upload Government Issued Document for Proof of name change > select **submit** when finished.

Effective From *
  ...

Group #1

Name

First Name * Middle Last Name *

Suffix Nickname Salutation

Documents

[Upload Document](#)

