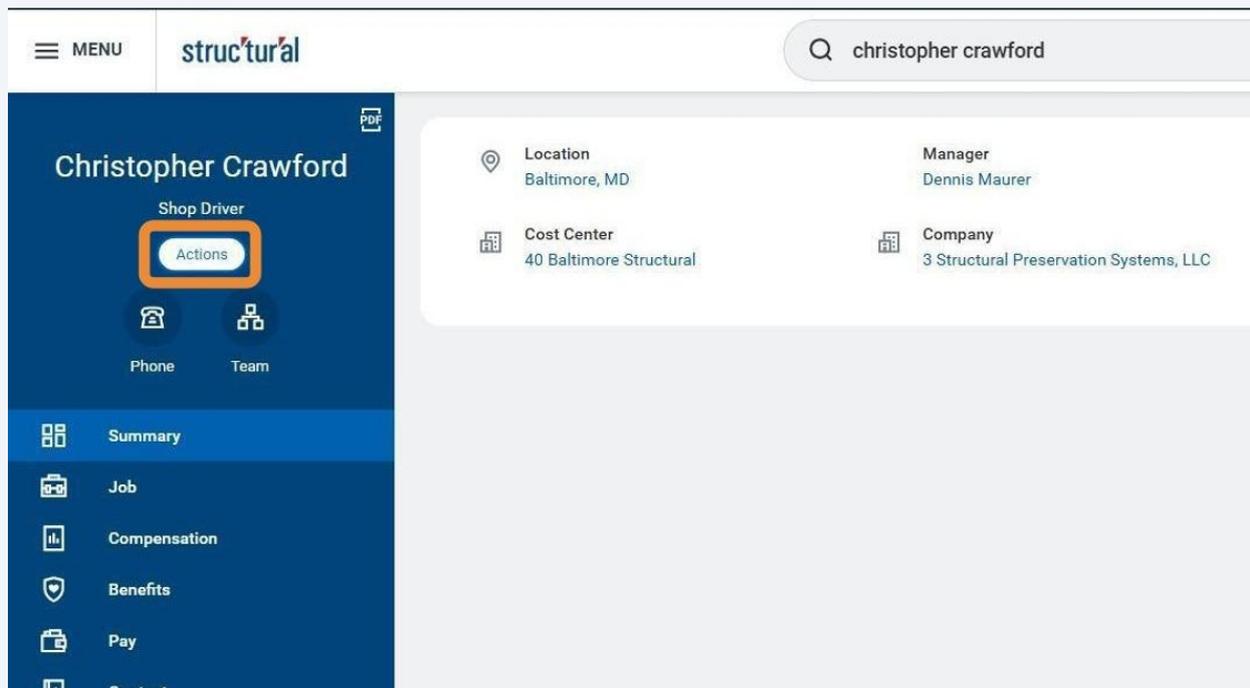
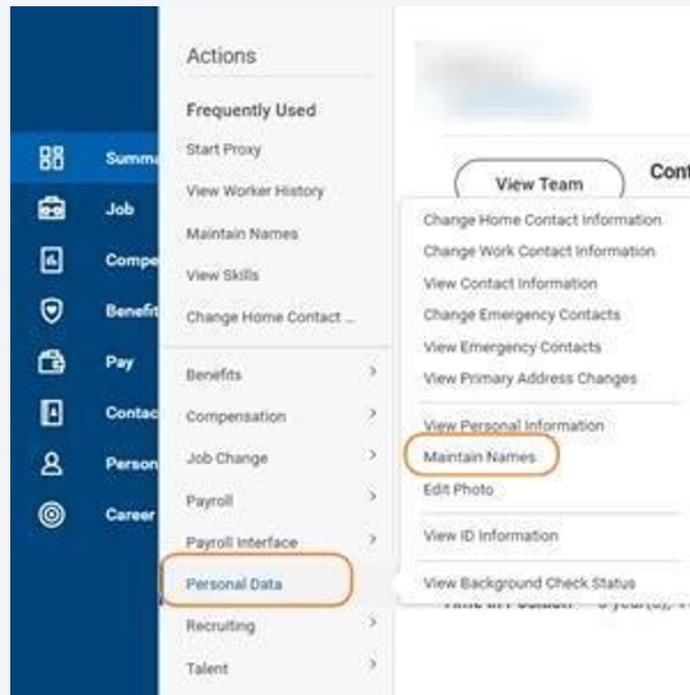


# Legal Name Change

- 1 Locate employee in Workday and click the Actions button

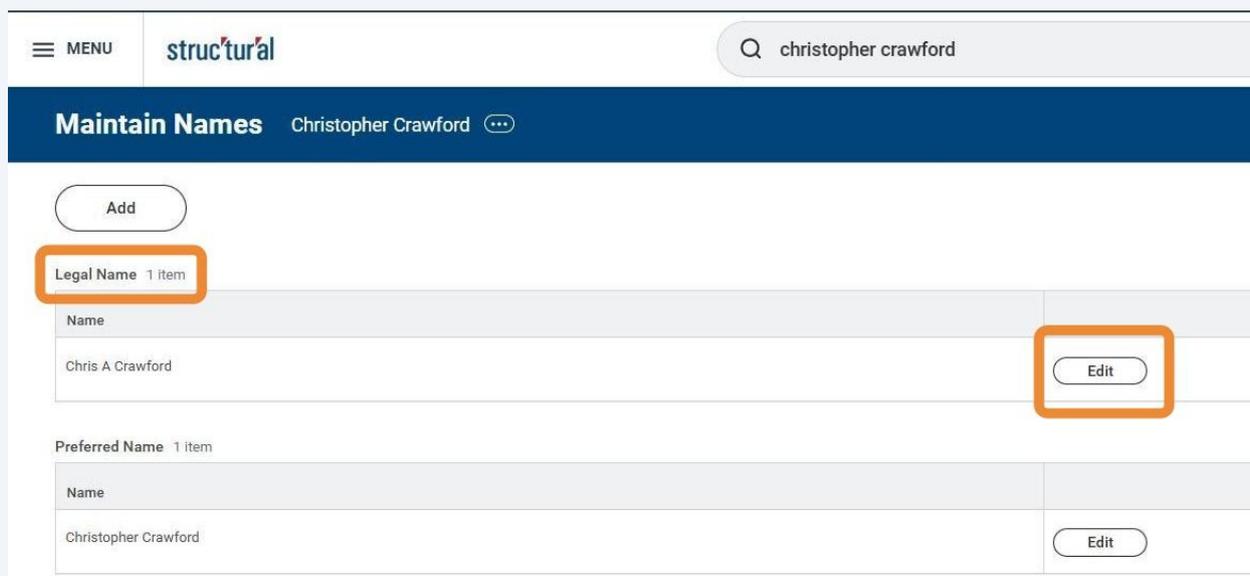


2 Click Personal Data > Maintain names



3 First section is Legal Name. Second section is Preferred Name. Click Edit under the section you wish to change.

- *Legal Name change **requires** supporting documentation showing the proof of name change.*
- *Preferred Name change does not require supporting documentation.*



4

Edit the applicable name fields you wish to change and the effective date. Note: if you future date this request, the name change will take effect that day (providing it is approved).

Effective Date \* 01/13/2025 

Country \* × United States of America  

Prefix 

First Name \*  

Middle Name

Last Name \*  

Suffix 



enter your comment

### Attachments

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**5** You must click Select Files to submit the Legal Name change request.

First Name \* Christopher

Middle Name A

Last Name \* Crawford

Suffix 

enter your comment



**Attachments**

Drop files here

or

**Select files**



**Submit** Save for Later Cancel

6

Type appropriate Description. Ex: Marriage Certificate, etc and select appropriate Category option in the drop down picklist.

Note: future updates to Workday will pare down this list of available Document types.

The screenshot shows the 'Attachments' section of a Workday form. A document titled 'Legal name change.docx' has been successfully uploaded. The 'Description' field contains 'Marriage Certificate'. The 'Category' field is highlighted with an orange border and is currently empty, with a dropdown menu open to its right. The dropdown menu lists various document categories, each with a radio button: Leave of Absence, Licenses, Multi-Media (Audio) (Student), Multi-Media (Video) (Student), Named Professorships, Notice Period, Offers, Other (Student), Other Documents, Passports and Visas, Period Activity Pay, Personal Information, Portfolio (Student), and Position. A search bar is located at the bottom of the dropdown. An 'Upload' button is visible below the form fields.

7

- After you click Submit, a Workday task will be routed to Human Resources to review and approve the Legal Name Change request. If an unacceptable document was uploaded as part of this process, HR will "Send Back" the request to the initiator to update the attachment.

- If the Office Manager submits this request on behalf of the employee, and the document provided was inaccurate, the "Send Back" will go back to the Office Manager. If the employee was the original initiator of the request, and the document was inaccurate, the "Send Back" will go back to the employee.

The screenshot shows a confirmation message box with a close button (X) in the top right corner. The message reads: 'You have submitted'. Below this, it says 'Up Next: HR Business Processors | Approval by HR Business Processors | Due Date 01/15/2025'. There is a blue link labeled 'View Details'. At the bottom right of the message box, there is an 'Edit' button.

8

Once the request and documentation has been approve, an email notification & Workday notification will be sent to the Employee and the Office Manager.