DESKTOP – NAME CHANGE

bjective 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).	Search Q
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.	MY INFO My Information
4. Click the Start option to the right of Name Change to update your name.	2 HR Actions HR Actions HR Actions 10:25 AM (Central) HR Actions
5. Update your First Name or Last Name & Effective From date.	My Career My Company AVAILABLE OPEN (12) SUBMITTED
6. Select Upload Document to attach Government Issued Document for Proof of name change.	③ Help > ☐* Links >
7. Click Submit when finished to request name change. You will receive a notification from Human Resources to obtain proof of name change.	4
ame Change ndate * mandatory fields as necessary > Unload Government Issued Docu	ent for Proof of name channe > select submit when finished If Start
Effective From *	en for more of hume onlinge - select summer men missica.
02/04/2021	SAVE SUBMIT
Group #1 Name	5
First Name *	Viddle Last Name *
Jane	Test
Suffix	Nickname Salutation

Documents

▲ Upload Document



cloud

