

NAME CHANGES – HOW TO PROCESS IN PPDB SYSTEM

Revised: January 14, 2014

Name Changes in PPDB are done on the PBED screen using PA code 230. PA code 230 allows you to process a name change and other fields on the F1 screen including Last name, First Name, Middle Name, Suffix, Preferred name, Previous Name (1) & (2), Address 1 & 2, City, State, and Zip. If you need to update other fields on the F1 Personal Data screen, you may need to add PA code 231.

If employee is a current employee (not separated), you must use the effective date of the name change in the current month. If you use an effective date in a previous month you will receive this error: **E0354-EFF DT MUST BE IN CURRENT MONTH FOR PA CODES 230/231.**

See Example:

```
ORIGINAL HIRE DATE: 07012013                FINAL SEPARATION DATE:
EFF D/T: 070113 0000 PA:CDE 231                NUM
ACTION: . . . NXT PA C/N: 230. . . . . CONFIRM: . PAGE: 001 OF 001
CANCEL: . NXT ACT: . . . AGENCY: . . . EMP: . . . . . JOBNO: . . POSNO: . . . . .
AUTHNO: . . . . . EFF DTE: 010114 OTHER: . . . . .
MSG AREA:                CURRENT HISTORY ONLY LOADED
```

To process a name change on an employee who has separated in a past month, and you try to do a name change with a current month date, you will receive this error: **E0224-CHANGES MUST BE MADE EFFECTIVE ON DATE OF SEPARATION.** Change the effective date for the 230/231 action to be the same as the separation date.

See Example:

```
ORIGINAL HIRE DATE: 07012013                FINAL SEPARATION DATE: 08312013
EFF D/T: 083113 0000 PA:CDE 520                NUM
ACTION: . . . NXT PA C/N: 230. . . . . CONFIRM: . PAGE: 001 OF 002
CANCEL: . NXT ACT: . . . AGENCY: . . . EMP: . . . . . JOBNO: . . POSNO: . . . . .
AUTHNO: . . . . . EFF DTE: 083113 OTHER: | . . . . .
MSG AREA:                SEPARATED EMPLOYEE
```

NOTE: Please also read the '**Social Security Administration Re: Names**' located on our web page. The name entered into PPDB MUST be what is shown on the employee's Social Security Card

Note: PA code 230 opens fields for both Name Changes and Address Changes:

If you have any questions, contact group.ppdb@state.or.us