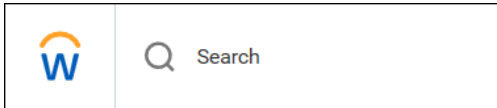


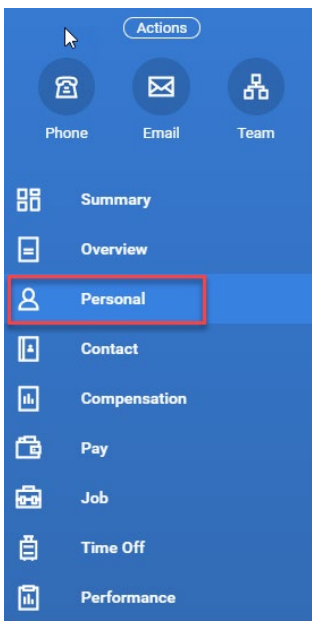
Change Legal Name

This job aid will walk HR Partners and Protected Worker Partners through the steps to change a workers legal name, without the employee initiating the request in Workday.

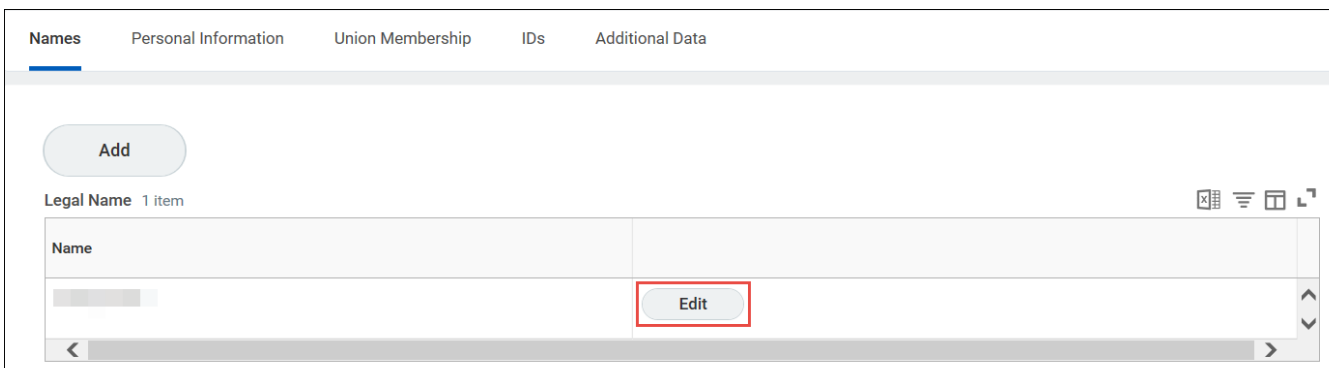
Step 1: In the search bar, type in the employee's name you are making the change for and select them from the search results. This will take you to the employee's profile page.



Step 2: From the employee's profile page, click on **Personal**.



Step 3: In the *Names* tab, click on **Edit** in the *Legal Name* field.



Step 4: Enter the **current date** for the **Effective Date**. Change the appropriate name fields **First Name** and **Last Name** that apply. Click **Submit** and **Done**. Verify the change.

Edit Legal Name

Effective Date * 01 / 09 / 2019

Country * X United States of America

First Name *

Middle Name

Last Name *

Suffix



If the employee has not entered a *Preferred Name*, the profile will default to the *Legal Name*. If the employee has entered a *Preferred Name*, the employee’s profile will continue to show the preferred name until it is edited or until the *Use Legal Name As Preferred Name* checkbox has been checked.

Step 5: If needed, you or the employee can edit the *Preferred Name*. Click **Edit** in the *Preferred Name* field.

Preferred Name 1 item

| Name | |
|-----------------|-------------|
| [Redacted Name] | Edit |

Step 6: Click the **Use Legal Name As Preferred Name** checkbox or enter a preferred **First Name** and **Last Name**. Click **Submit** and **Done**.

Edit Preferred Name

Use Legal Name As Preferred Name

Country * X United States of America

First Name *

Middle Name

Last Name *

Suffix