

Employee Self-Service Name Change/Personal Information Update through Self-Service

Main Menu > Self Service > Personal Information > Personal Information Summary

Instructions

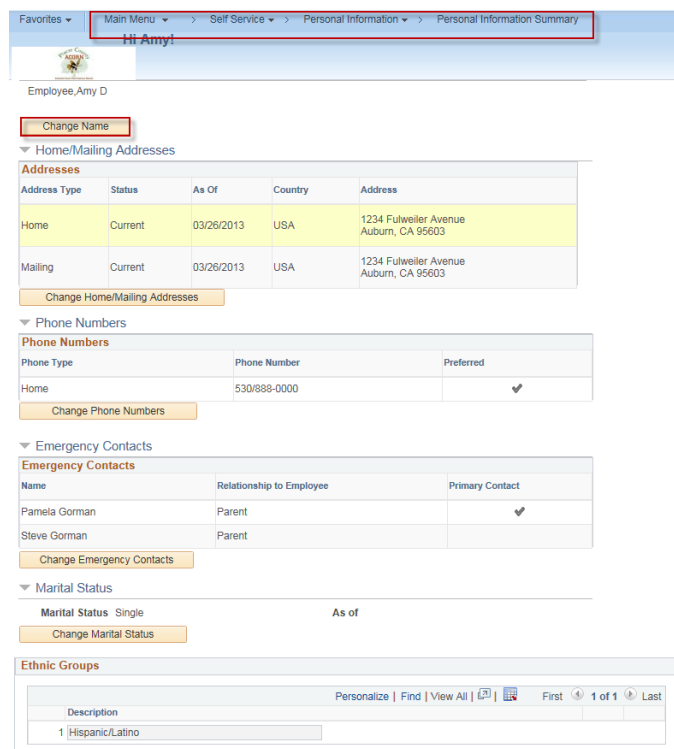
ACORN Page

PURPOSE: The following procedures will allow an employee to change their name due to a marital status change or a legal name change.

IMPORTANT! Before beginning, you will be asked to provide the following document(s) to have the name change approved.

Required copy: When changing your last name, you must provide a copy of the new Social Security card or the receipt for the name change from the Social Security Office in order to have your name change approved. Names must be entered as indicated on the social security card (middle names do not have to be spelled out).

1. Navigate in ACORN to the Personal Information Summary. **Main Menu > Self Service > Personal Information > Personal Information Summary.**
2. Click the "Change Name" button.



[Main Menu](#) > [Self Service](#) > [Personal Information](#) > [Personal Information Summary](#)

Hi Amy!

Employee: Amy D

Change Name

▼ Home/Mailing Addresses

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	03/26/2013	USA	1234 Fufweiler Avenue Auburn, CA 95603
Mailing	Current	03/26/2013	USA	1234 Fufweiler Avenue Auburn, CA 95603

[Change Home/Mailing Addresses](#)

▼ Phone Numbers

Phone Numbers

Phone Type	Phone Number	Preferred
Home	530/888-0000	<input checked="" type="checkbox"/>

[Change Phone Numbers](#)

▼ Emergency Contacts

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Pamela Gorman	Parent	<input checked="" type="checkbox"/>
Steve Gorman	Parent	<input type="checkbox"/>

[Change Emergency Contacts](#)

▼ Marital Status

Marital Status: Single As of: _____

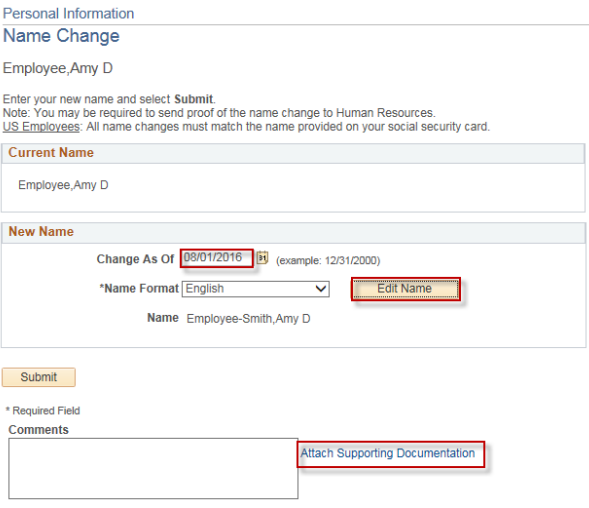
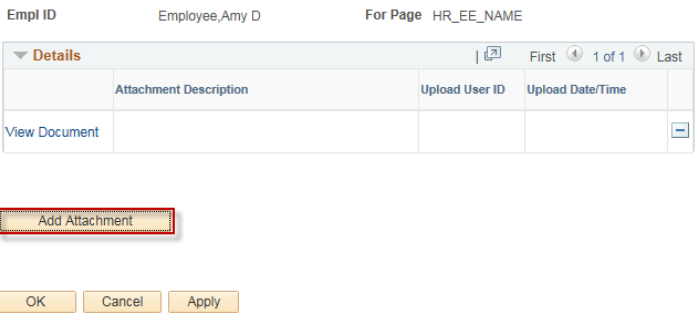
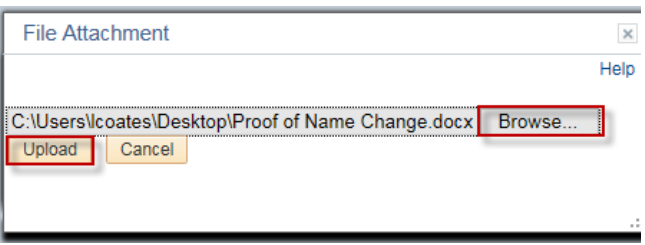
[Change Marital Status](#)

Ethnic Groups

Description
1 Hispanic/Latino

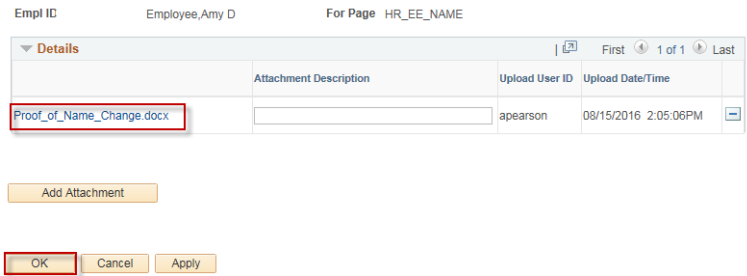
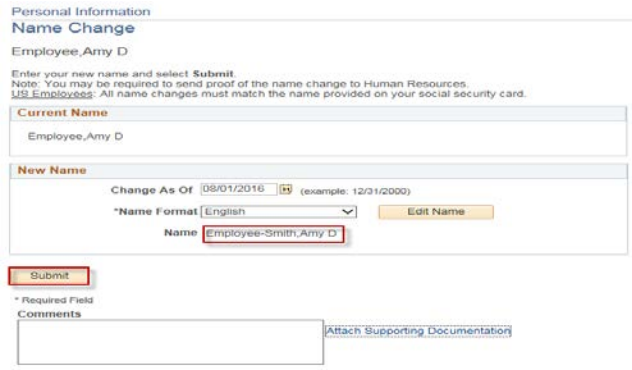
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<p>3. Enter the date of your name change in the "Change As Of:" date field. Note: It is recommended that a name change be designated as the current date. A retro name change may create potential issues within ACORN.</p> <p>4. Click the "Edit Name" button. Enter the new name as it appears on the SSN card/receipt.</p> <p>5. Click the "Attach Supporting Documentation" to upload a copy of the SSN card for proof of name change.</p>	
<p>6. Click the "Add Attachment" button to upload the support document(s).</p>	
<p>7. Click the "Browse" button to search for your document.</p> <p>8. Once attached, click the "Upload" button.</p>	

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<p>9. After upload is complete click the "OK" button.</p>	
<p>10. Verify your name change. Click the "Submit" button.</p>	
<p>11. A confirmation will appear. Click the "OK" button.</p> <p>12. The Human Resources Department has been notified for review and approval. If there are any questions you will be contacted. An email notification will be sent to you once the name change is reviewed.</p> <p>13. Check your Outlook email account; you should receive an email confirmation of the name change.</p> <p>For questions, please contact the Human Resources Department.</p>	