Using eProfile to Submit a Request to Change Name

Created on 10/23/2012 2:25:00 PM

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Using eProfile to Submit a Request to Change Name



Name Change

Employees submit name changes in Core-CT. The name change will not take effect until Human Resources authorizes the change.

Procedure

Navigation:

Select the Name Change link.

Select the Personal information Summary link > Select the Name Change button.

Main Menu > Self Service > Personal Information > Name Change

Jor State of Connecticut			Home Worklist	Add to My Links	<u>Sign out</u>
Favorites Man Menu				- Select On	e: 🗸
Personal Information	Time and Labor	0 -	HR News CORE-CT News		02-
Item Review and update your personal information. Image: Information Summary Item and Mailing Address	Report your time, review your time, and su requests.	bmit absence	Welcome to Core-C More EPM News	<u>T Portal</u>	
Email Addresses Email Addresses Email Addresses Marcia Status Marcia Status Mane Change Ethnic Groups	Payroll Pavroll Review current and prior paychecks. View Paycheck	0 -	EPM Upgrade to 9.1 More Finance News Year End Activities	11 Calendar	
Wy System Profile Set up personal preferences, such as email and language preferences, password and forgot my password hints.	Time Management Alerts Alerts Alerts	ē Z -	More HR News • HCM 9.1 Upgrade i	s now Live!	
Employee Benefits	Overtime Limit Reached 0 Overtime Approval 0		More Feed v		
Review a summary of current, past or future benefit enrollments.	Required 0 Payable Time Approval Required 0 Exceptions to Review 0		View All Articles and Sect My Reports	ions	0 2 -
Life Events adoption of your child. Image: The second			No Reports To Display		
Marriace Benefits Job Aid			Report M	anager	
Open Enrollment Brochure					
<	Ш				>

Step	Action
1.	Click the Name Change link.
	Name Change
2.	The Change As Of date defaults to the current date.
	This date can be changed here but it will not update any previously dated changes.

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ivorites Main Me	nu > Self Service > Personal Information > Name Change				
My HR	Core.CT Help		Sele	ct One:	
		🖉 New Window	? Help	📝 Customize Page	📰 http
Name Char	nge				
Mona Lisa Rive	rson				
nter your new na lote: You may be JS Employees: Al	me and select Submit. required to send proof of the name change to Human Resources. I name changes must match the name provided on your social security card.				
Current Name					
Mona Lisa Rive	rson				
N N					
Change As Of:	09/19/2012 0 (evample: 12/31/2000)				
Name Format	Edit Name				
Name:	Mona Lisa Riverson				
Submit					
Required Field					
Return to Ethnic G	roups Transaction				

Step	Action
3.	Click the Edit Name button. Edit Name

CTage State of Conn	ecticut	<u>Home</u>	<u>Worklist</u>	Add to My Links	<u>Sign out</u>
Favorites Main Menu >	Self Service > Personal Information > Name Change				
			Sele	ct One:	×
Edit Name		🔊 New Window	Help	📝 Customize Page	📰 http
English Name Format					
Prefix:	~				
First Name:	Mona Lisa				
Middle Name:	A				
Last Name:	Riverson				
Suffix:	✓				
Display Name:	Mona Lisa Riverson				
Formal Name:	Mona Lisa Riverson				
Name:	Riverson,Mona Lisa A				
	Refresh Name				
OK Cancel					

Step	Action
4.	Enter Pat into the First Name field.
5.	Click the Refresh Name button. Refresh Name
6.	Click the OK button.

Cov State of Connecticut	Home	<u>Worklist</u>	Add to My Links	<u>Sign out</u>
Favorites Main Menu > Self Service > Personal Information > Name Change				
My HR Core-CT Help		Sele	ct One:	×
	🖉 New Window	Help	📝 Customize Page	📰 http
Name Change				
Mona Lisa Riverson				
Enter your new name and select Submit. Note: You may be required to send proof of the name change to Human Resources. USE <u>Employees</u> . All name changes must match the name provided on your social security card.				
Current Name				
Mona Lisa Riverson				
New Name				
Change As Of: 09/19/2012 (example: 12/31/2000)				
*Name Format: English 💌 Edit Name				
Name: Pat Riverson				
Submit				
* Required Field				
Return to Ethnic Groups Transaction				

Step	Action
7.	Click the Submit button.



Step	Action
8.	The name change will not take effect until Human Resources authorizes the change.
	Click the OK button.
9.	
	End of Procedure.