## Using Name Changes to Review eProfile Changes



The **Name Changes** page allows approvers to search for name change transactions of employees assigned to them. Employee ID or name related fields can be used, along with other search criteria to filter results.

Name Changes				
Enter any information you have and click Search. Leave fields blank for a list of all values.				
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## Procedure

Main Menu> Workforce Administration> Self Service Transactions> Name Changes

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Step	Action
1.	Click the <b>Main Menu</b> button. Main Menu
2.	Click the Workforce Administration menu.
3.	Click the Self Service Transactions menu.
4.	Click the Name Changes menu.
5.	The <b>Name Changes</b> search page enables an approver to search using single or multiple filtering criteria. The search results in a list of change requests and the status of each request.
	This page features two types of searches.
	<b>1.</b> Employee related search - Use the <b>Empl ID</b> , <b>Name</b> fields, etc to view a list of address change requests made by the selected employee and the status of each
	<b>2.</b> Effective Date search - Use a date or date range in the <b>Effective Date</b> field to view change requests for any employee matching the date parameters selected.

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Step	Action
6.	Click in the Last Name field.

Step	Action
7.	Enter the desired information into the Last Name field. Enter "nash".
8.	If the search results return more than one row of information, they will be displayed. If only one row of information is retrieved the administrator actions screen is displayed. Click the <b>Search</b> button.
9.	In this example, only one row of information is retrieved. The <b>Name Change</b> action page is displayed without additional navigation.
10.	End of Procedure.