

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.

Find an Existing Value

Limit the number of results to (up to 300):

Empl ID:

*Effective Date:

Name:

Last Name:

Second Last Name:

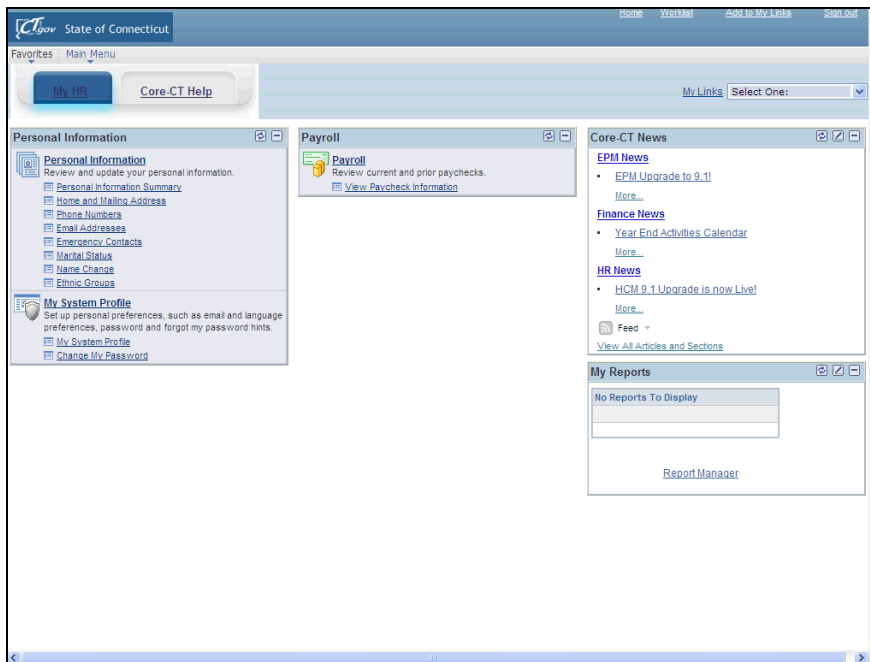
Alternate Character Name:


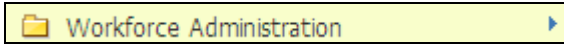
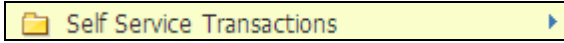

Middle Name:

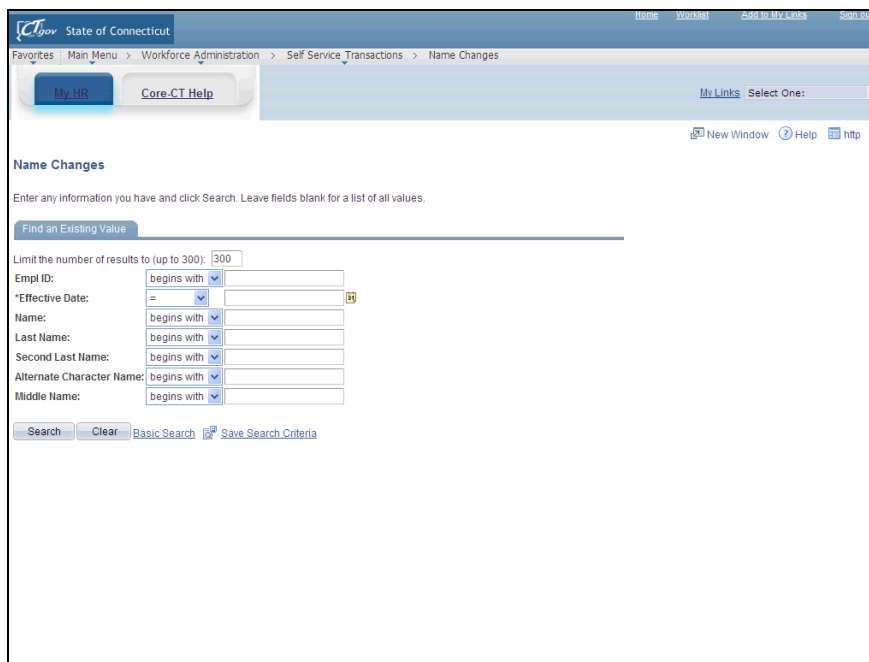
[Basic Search](#)

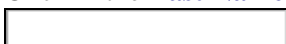
Procedure

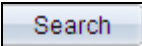
Main Menu> Workforce Administration> Self Service Transactions> Name Changes



Step	Action
1.	Click the Main Menu button. 
2.	Click the Workforce Administration menu. 
3.	Click the Self Service Transactions menu. 
4.	Click the Name Changes menu. 
5.	<p>The Name Changes 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.</p> <p>This page features two types of searches.</p> <ol style="list-style-type: none"> 1. Employee related search - Use the Empl ID, Name fields, etc to view a list of address change requests made by the selected employee and the status of each 2. Effective Date search - Use a date or date range in the Effective Date field to view change requests for any employee matching the date parameters selected.



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 Search button. 
9.	In this example, only one row of information is retrieved. The Name Change action page is displayed without additional navigation.
10.	End of Procedure.