

## **NAME CHANGE Information**

To change your name in the HR and Payroll system, you will need to submit to Human Resources a photo ID along with a new SS card listing your new name. This will change your name for payroll, benefits and retirement. If you have annuities, you may want to contact your representative.

If your name change was prompted by a Change of Family Status event (Marriage or Divorce), you have 30 days from the event to add, change or delete someone from your benefit coverages. If you have questions related to this and also for information regarding changing beneficiaries, life and/or disability insurances, please contact the Benefits section of the Payroll & Benefits Department (354-7333).

### **Additional Reminders:**

- ✓ If you have provided HR with the receipt letter from Social Security for your name change, HR needs to review your new **signed** Social Security card which you should receive within two weeks. Your office manager may take a copy of your new card, sign the copy to verify they have seen your new card, and then send the signed copy to HR.
- ✓ To change your name badge, you need a security form completed by HR or your office manager (signed by your supervisor/principal). Contact Security (354-7345) for an appointment.
- ✓ Contact Professional Learning (354-5652) to change your name for the Libby Transcript and/or to access your professional development courses with your revised log-in.
- ✓ Your GroupWise / email data base must match the HR data base. Please notify Technology Services of your name change (354-7203).
  - GroupWise will deliver email sent to your existing address for six (6) months. Your new email address will also be active. Please add the following message to your email signature, so your frequent contacts update their address books:  
"Please update your address book to reflect my new email address, which is *insert new address here*:"
  - To set or revise your email signature, open GroupWise and select Tools from your toolbar. Next, select Environment and click the Signature tab.
  - Insert your preferred email signature into the space provided for you.

**If you have a new or updated emergency contact, address or phone number(s), please notify HR with the form below.**

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**NOTICE OF CHANGE OF NAME - ADDRESS – PHONE – EMERGENCY CONTACT**

Name Change: Former Name \_\_\_\_\_

New Name \_\_\_\_\_

Address Change: Former Address \_\_\_\_\_

Street City/State ZIP

New Address \_\_\_\_\_

Street City/State ZIP

Phone Change: Private YES  NO  \_\_\_\_\_  
(Area Code) Number

Cell Phone Change: Private YES  NO  \_\_\_\_\_  
(Area Code) Number

Current EMAIL: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Addition YES  NO  Name Relationship

OR

Revision YES  NO  \_\_\_\_\_

(Area Code) Phone Number (Area Code) Cell / Message Number

Position \_\_\_\_\_ School/Department \_\_\_\_\_

Signature \_\_\_\_\_ Social Security or Employee ID \_\_\_\_\_