

## How Do I Change My Name ?

NOTE: Important! Whenever an employee changes his/her name, he /she must promptly update the name stored within the One USG HCM system. This name is reflected on items such as the W -2 form. Failure to update this information in a timely manner can delay the issuance of important documentation.

### Navigation

1. Log into OneUSG HCM .
2. If the Employee Self Service page is not displayed, click the blue NavBar and select Employee Self Service from the drop down listing.
3. On the Employee Self Service page, click the Personal Details tile.
4. On the Personal Details page, click the Name link.

Update the Home Address Information

5. Click the Current link associated with the Name entry.
6. On the Name page, click the Choose a date (Calendar) icon associated with the Change As of field and select the date when the address change will take effect. Note: The date entered must be the current date or later .
7. Accept the default value populated by the system in the Name Format field; no update is required.
8. Click the Drop Down icon associated with the Prefix field and select an appropriate value from the listing.
9. Click the First Name field and make any needed updates.
10. Click the Middle Name field and make any needed updates.
11. Click the Last Name field and make any needed updates.
12. Click the Drop Down icon associated with the Suffix field and select an appropriate value from the listing, if applicable.
13. Click the Save button.

