

 Division of Human Resources Standard Operating Procedures	Procedure:	NAME CHANGE
	Effective Date:	March 7, 2012
	Revision Date:	n/a
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)

To ensure proper tax reporting, federal regulations require employers to verify that the employee's name on record matches the name appearing on the individual's social security card. In order to make sure the employee's name is accurate, the following steps need to be completed:

1. The employee must first notify the local Social Security Administration (SSA) office (www.ssa.gov).
2. The SSA will issue a receipt to verify that the name has been changed.
3. The employee will contact the Division of Human Resources to meet with a representative from the Salary Administration and Benefits unit.
4. The employee will be required to show the receipt issued by SSA to the Human Resources representative and will be provided with the following documents to update:
 - Personal Data Form
 - W-4 Form
 - I-9 <http://www.newi9.com>
5. Upon receipt of the new social security card, the employee will submit a copy to the Division of Human Resources within 90 days.
6. If benefit eligible, the employee will be provided forms to update:
 - Health insurance
 - Retirement
 - Supplemental products

Once these steps have been completed with the Division of Human Resources, the employee's name will be updated in the Human Resources Management System (HRMS) and the PeopleSoft system.

7. Contact CSN's Help Desk at (702) 651-4357 for computer and telephone access name changes.