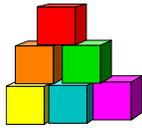


Processing a Name Change

Chapter Topics

Processing a Name Change.....19-3

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Processing a Name Change

NYSTEP provides a specific page on which agencies must process a change in an employee’s name.



Access the Page

1. Click **NY Personnel Management, Incumbent Change Request, Process, Name Change.**

The Name Change search dialog page displays.

2. In the search dialog box, enter the SSN for the employee OR **Tab** down and use the **Name** or **Last Name** field. The **Name** field utilizes PeopleSoft format (Lastname,Firstname. The **Last Name** field requires all caps and converts all typing to caps). The search feature will work faster if at least the last name and first initial are keyed in the **Name** field. Press **Search**.
3. If SSN was entered, the record is displayed. If the **Name** or **Last Name** fields were used, and more than one person with same name exists, a list will display. Double click the correct record on the list to select.

NYSTEP

Home Worklist Reports

Home > NY Personnel Management > Incumbent Change Request > Process > Name Change [New Window](#)

Jones, Joyce SSN: 111111111

New Name

New Name Prefix: Mrs

New First Name: Joyce New Middle Name:

New Last Name: Jones New Name Suffix:

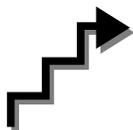
Refresh New Name

Concatenated Name

Current Name: Jones, Joyce

New Name:

Save Return to Search



Work with the Page

1. If changing the prefix, in the **New Name Prefix** field, click the  and select the appropriate prefix.
2. If changing the first name, in the **New First Name** field, type the new first name.



NOTE: The **New First Name** field requires entry of at least one alpha character. No numbers, spaces, or hyphens are allowed. Preferred entry is the first letter upper case, and the rest lower case, but the system will automatically format the entry.

3. If changing the middle name, in the **New Middle Name** field, type the new middle name. This is an optional field, but follows the same edits as the **New First Name** field.
4. If changing the last name, in the **New Last Name** field, type the new last name.



NOTE: The **New Last Name** field requires entry of at least one alpha character. Hyphens and spaces are allowed with some constraints. Allowable formats are:

Doe; Doe Smith; Doe-Smith; Doe Smith-Jones; Doe-Smith Jones.

If you enter DoeSmith, the system will change it to Doesmith. If you enter Doe-smith, the system will change it to Doe-Smith. If you enter Doe – Smith, Doe Smith – Jones, or Doe – Smith Jones, or other combinations with extra spaces, you will get an error.

5. If changing the suffix, in the **New Name Suffix** field, click the  and select the new suffix.
6. To review your entry for accuracy, press the **Refresh New Name** push button.



NOTE: When **Refresh New Name** is pressed, the prefix is not shown. The only page where prefix is displayed, is the Personal Data 1 page.

7. If needed, make any changes. If all the data is accurate, click **Save** .



NOTE: NYSTEP will process the name change immediately and update all incumbent and encumbent records. A name change in NYSTEP will **not** update the employee's name in other Civil Service systems.



NOTE: If multiple name changes are done on the same day, only the last one is stored in Name History on the **Personal Data 1** page.