

**How to Change Your Name**

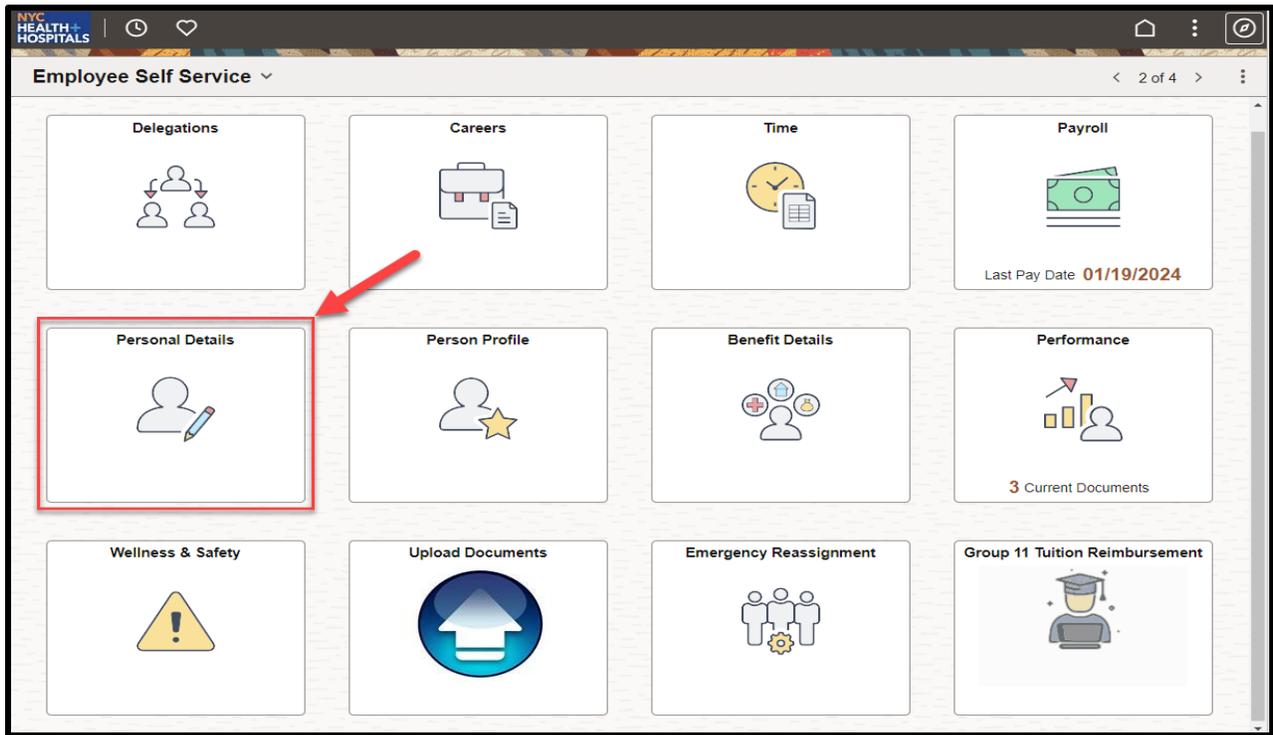
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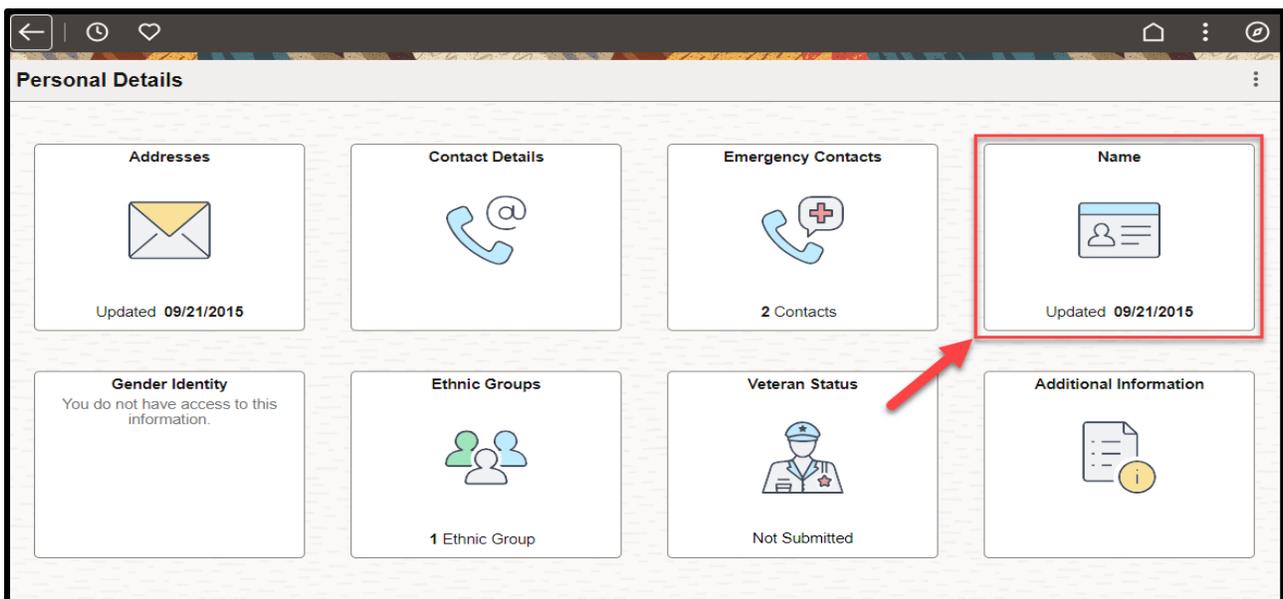
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## How to Change Your Name

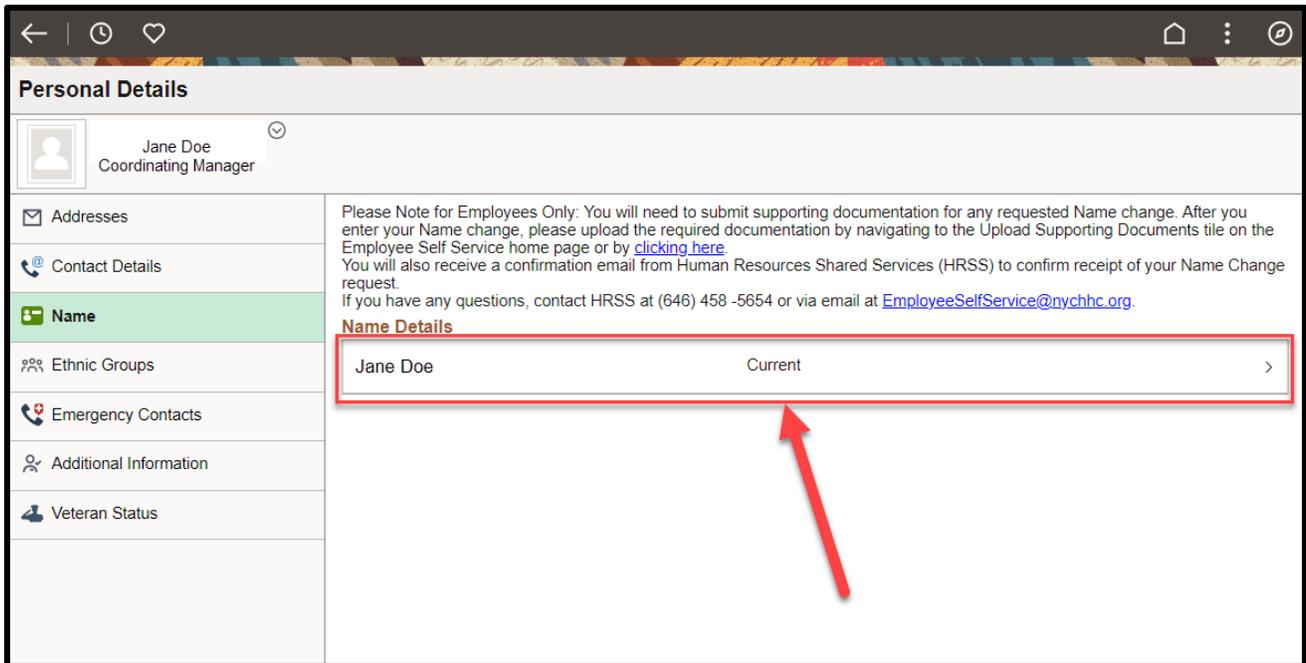
1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.



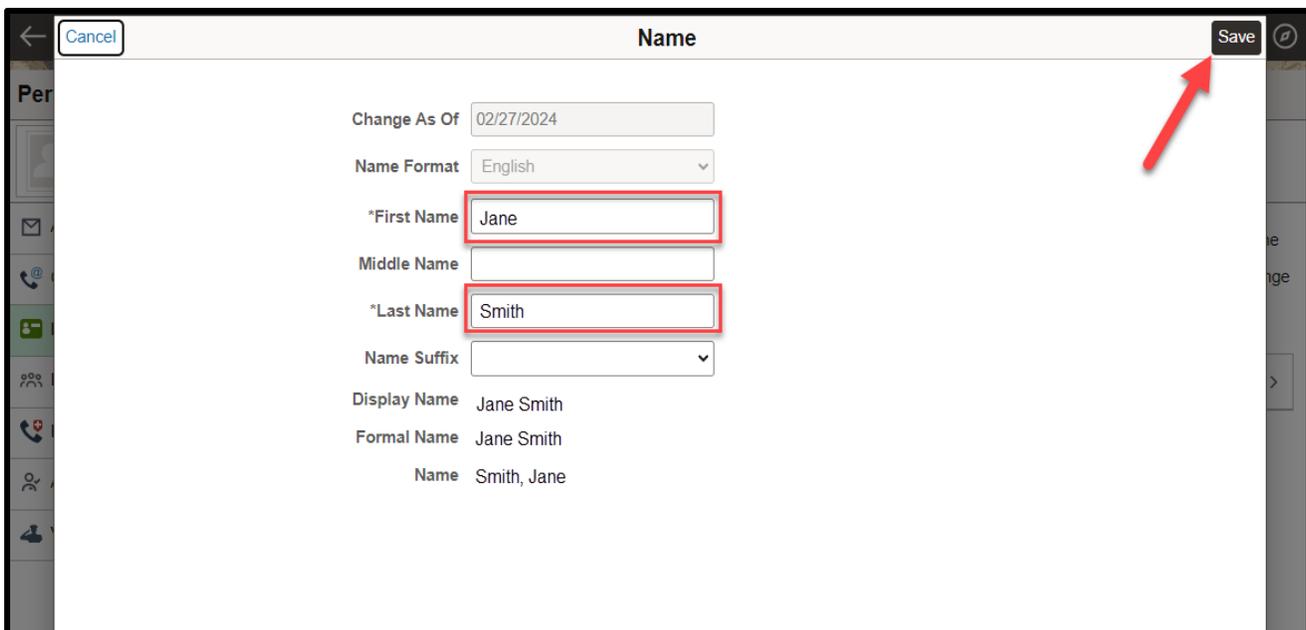
2. The **Personal Details** Page displays several tiles to view a variety of personal information. Click on the **Name** Tile.



3. This Page displays your current information. The **Name** Tab will be highlighted in green on the left side of the page. Click on your current name to update.



4. A Pop-Up Name Box will appear. Edit your Name to reflect your new Name. Click on the **Save** Button on the upper right corner.



5. A **“The Submit was Successful”** message will appear on the top of the screen. Your new name will be listed under your current name and **“Submitted for Approval”**. All name changes require supporting documentation and must be approved by HRSS.

**Personal Details**

Jane Doe  
Coordinating Manager

Addresses

Contact Details

**Name**

Ethnic Groups

Emergency Contacts

Additional Information

Veteran Status

Please Note for Employees Only: You will need to submit supporting documentation for any requested Name change. After you enter your Name change, please upload the required documentation by navigating to the Upload Supporting Documents tile on the Employee Self Service home page or by [clicking here](#). You will also receive a confirmation email from Human Resources Shared Services (HRSS) to confirm receipt of your Name Change request. If you have any questions, contact HRSS at (646) 458 -5654 or via email at [EmployeeSelfService@nychhc.org](mailto:EmployeeSelfService@nychhc.org).

**Name Details**

Jane Doe	Current
Jane Smith	As of 02/27/2024 Submitted for Approval

**Supporting documentation is required for all name changes.**

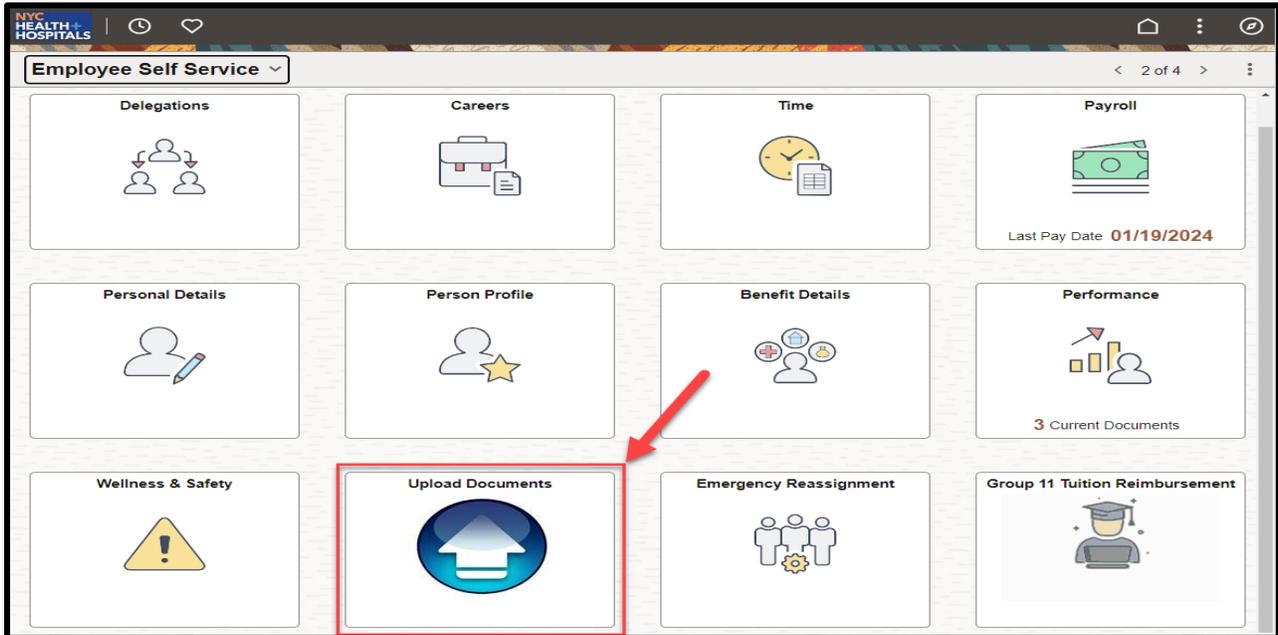
A government issued document with your name must be uploaded (i.e. Driver's License, State I.D., Court Order, Social Security Card, Passport, Birth Certificate). You will receive a confirmation email stating that the name change request was submitted for approval. The email also contains instructions you must follow in order for you request to be approved/completed.

**Remember:**

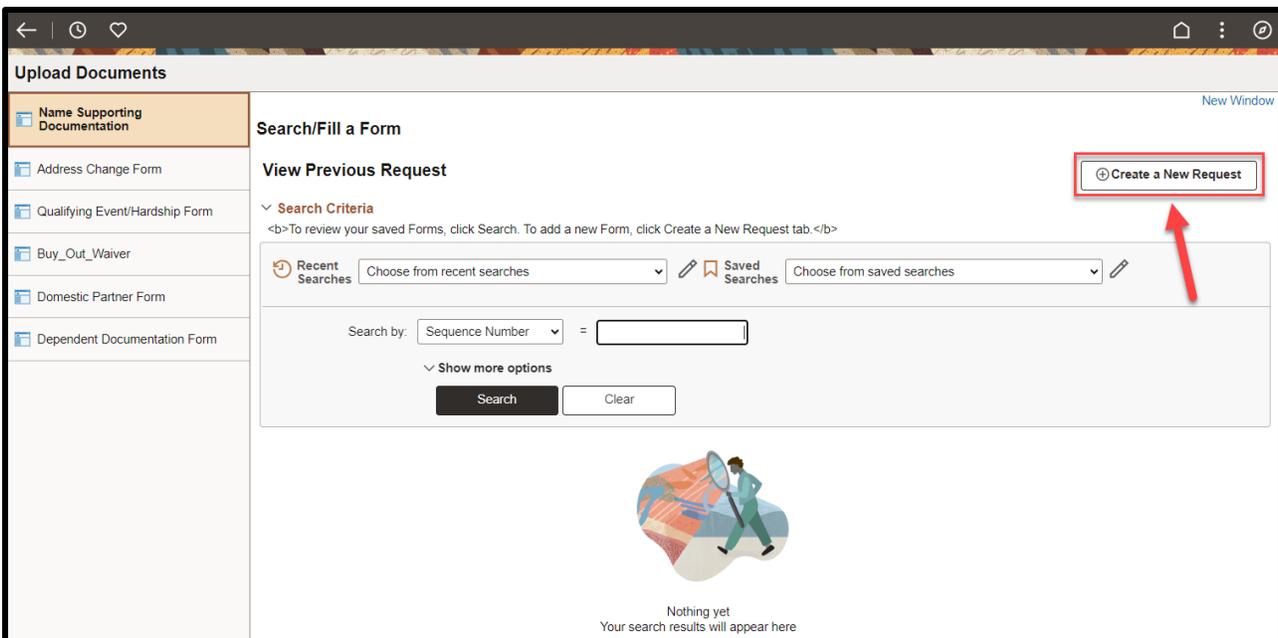
- Licensed employees **must** also submit an updated copy of their license with the new name.
- If your Supporting Documentation is **not** submitted within 5 business days of your Name Change request, the request will be denied.
- If the Supporting Documentation submitted is **not** legible, your Name Change request will be denied.
- If the Supporting Documentation submitted does **not** match your request (incorrect Supporting Documentation submitted), your Name Change request will be denied.
- Check your **Outlook email** account for important communications regarding your Name Change request and Supporting Documentation.

## How to Upload Name Supporting Documentation

1. From the Name Change page, navigate to **Upload Documents** on the **homepage**:



2. On the upper right corner, click the **Create a New Request** box to upload your Name Supporting Documentation form.



- Under **Name Supporting Documentation**, click on the drop down to confirm that you have submitted your name change request and add any additional information in the *More Information* box. Click on the **Save** button; a Seq Nbr will be generated, then proceed to the **Instructions** tab.

**Upload Documents**

New Window | Personalize Page

**Name Supporting Documentation**

Form | Instructions

**Name Supporting Documentation**

Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab.

Subject Jane Smith  
Employee ID 000000000  
Status Initial

\*Have you submitted your Name Change on the Personal Information Summary Page? Yes

More Information

Save

Form | Instructions

- Please read the Instructions Tab carefully, then proceed to the **Attachments** tab.

**Upload Documents**

New Window | Personalize Page

**Name Supporting Documentation**

Form | **Instructions**

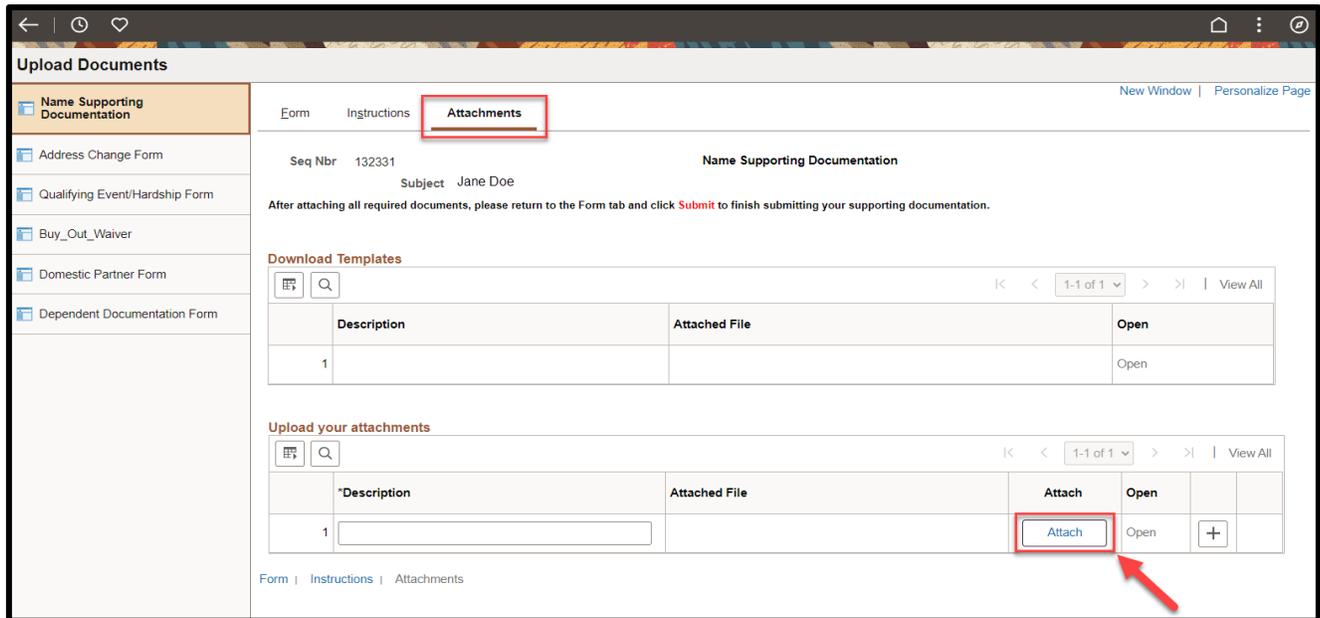
**Name Supporting Documentation**

If you have not submitted your name change, please navigate to Self Service>Personal Information>Personal Information Summary to update your Name and then submit applicable documentation (Social Security card).

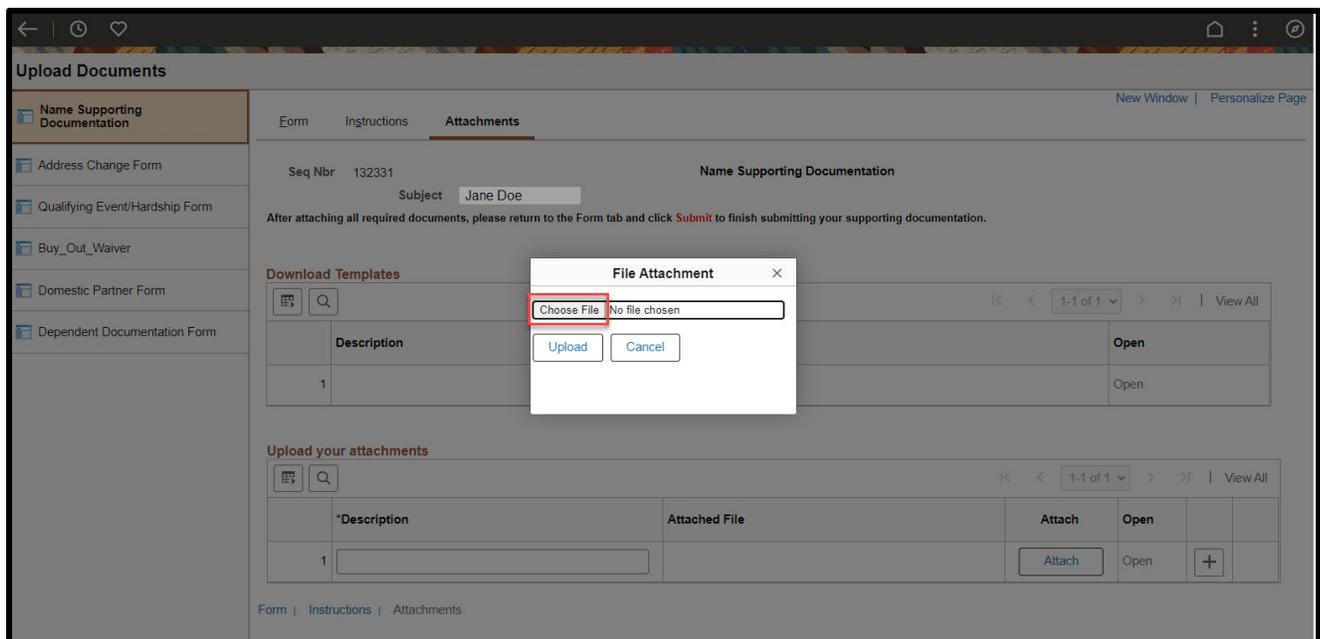
- Please go to the Attachments tab and attach the necessary documentation (see below for details).
- The ONLY acceptable form of supporting documentation for a Name Change is a **Social Security Card**.
- Licensed employees **must** also submit an updated copy of their **license** with the new name, in addition to their Social Security Card.
- After attaching all required documents on the Attachments tab, return to the Form tab and click Submit.**

For instructions on how to scan and upload documentation, please read the How to guide on the ESS website: <http://ess.nychhc.org>

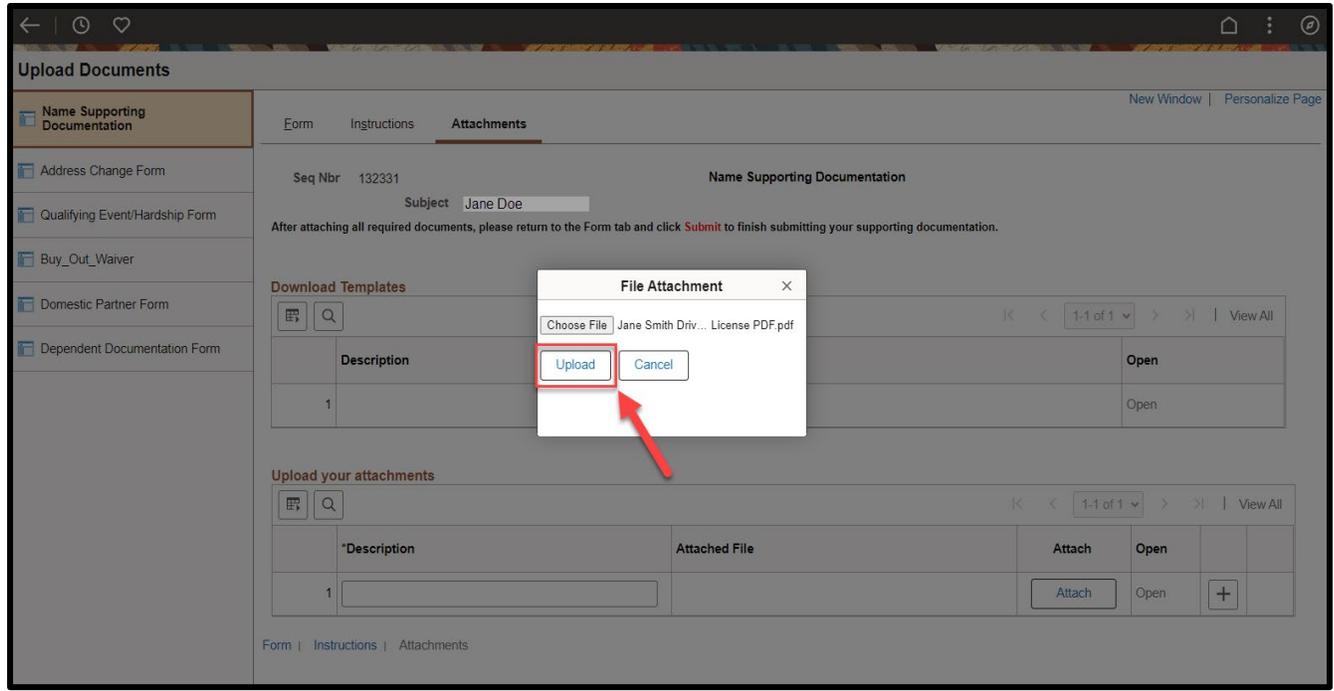
- Click on the **Attach** button to attach a scanned copy of your government issued document.



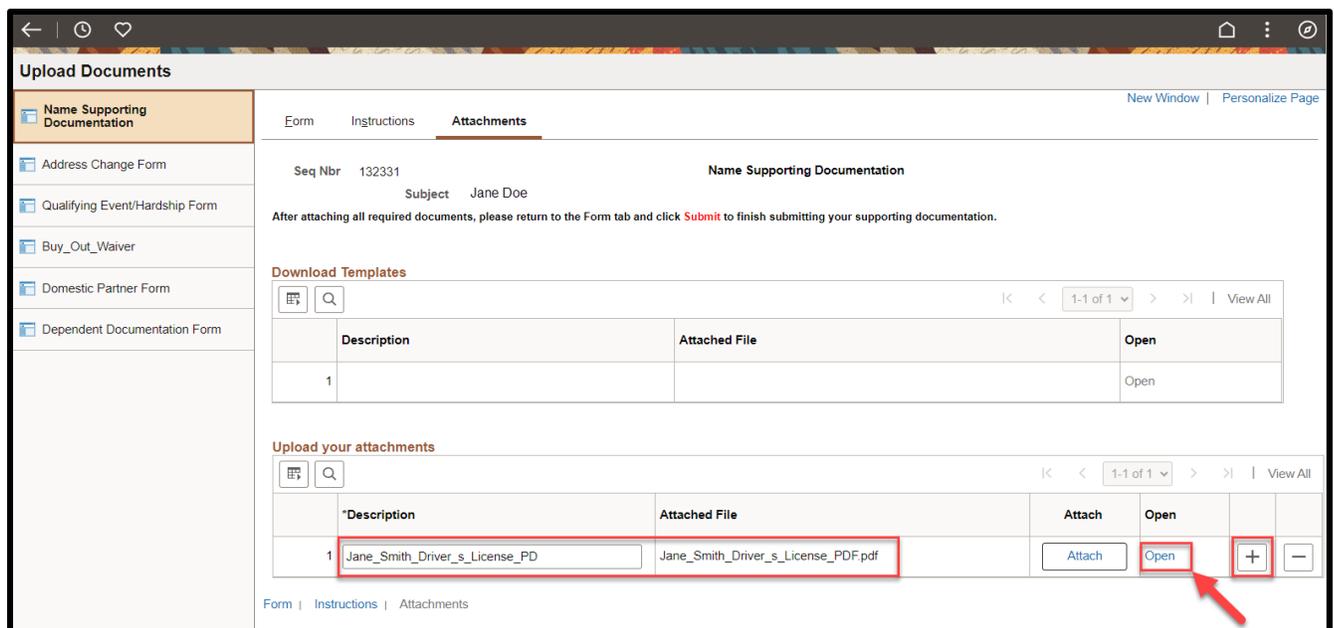
- The File Attachment pop-up will appear. Click the **Choose File** button to search for your document.



7. Once you have retrieved your document, click the **Upload** button to upload.



8. Click on the “+” (plus) icon to add more documents, if necessary. Click on the “-” (minus) icon to remove documents. Click the **Open** link to view each document before submitting.



9. Once you have attached all files, click on the **Form** tab and click the **Submit** button at the bottom.

Upload Documents

Name Supporting Documentation

Form Instructions Attachments

Seq Nbr 132331

Name Supporting Documentation

Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab.

Subject Jane Doe

Employee ID 000000000

Status Initial

\*Have you submitted your Name Change on the Personal Information Summary Page? Yes

More Information

Save Submit

10. The following screen will appear showing *Pending* status. Click the **OK** button at the bottom to complete your transaction.

Upload Documents

Name Supporting Documentation

Subject Jane Doe

Review/Edit Approvers

Name Supporting Documentation: 132333:Pending

Pending

Multiple Approvers

eProfile\_name\_address\_changes

Comments

OK

***You have successfully submitted your Supporting Documentation for your Name Change request via ESS!***