

Overview

This SOP describes the process for a UGA employee to request a name change in OneUSGConnect, UGA's online HR/Payroll system. Employees must provide proof of a legal name change with a valid Social Security card that shows the employee's current name. Once an employee's name is successfully changed in OneUSG Connect, that change will be reflected in the applicable tax documents (W-4 and G-4). Central HR will update Form I-9, Section 3. The process is initiated by the employee in ESS (Employee Self Service) and completed by Central HR once the appropriate documentation is received.

Roles and Responsibilities

The roles involved in changing an employee's name in OneUSG Connect include:

- **UGA Employee:** requests the name change using Employee Self Service and provides the required documentation to validate the name change.
- **UGA Central HR:** reviews the name change request in the system and the provided documentation; approves or denies the request.
- **Department HR Practitioner:** in cases where the employee works outside the Athens area, the Department HR Practitioner accepts and reviews the proof of name change (Social Security card) and communicates this validation to Central HR.

Key Process Steps

1. **The employee initiates the name change request in OneUSG Connect using Employee Self Service (ESS -> Personal Details -> Name).**
For guidance on how to perform this action in the system, see the tutorial [Changing Your Legal Name](#) in the [OneSource Training Library](#).
2. **Central HR receives the name change request once it is submitted in the system.**
 - In most cases verification documentation has not yet been received by Central HR when the employee initiates the request. Consequently, the employee will receive an initial "request denied" notification.
 - Central HR will add a message in the Comments section of the request in ESS regarding next steps (namely, that the employee must provide proof of the name change), and sends an email to the employee's uga.edu account, directing the employee to ESS to access this information.

- 3. The employee will be asked to provide a Social Security card as proof of legal name change.**
 - Social Security cards must be presented and validated in person. If the employee is located at UGA's Athens campus, they will be asked to present the Social Security card at the Central Human Resources office located on 215 South Jackson Street, Athens, GA 30602.
 - If the employee is located outside the Athens area, they will be instructed to present the Social Security card to their local Department HR Practitioner, who will verify the card and communicate the verified documentation to Central HR via Sendfiles.
- 4. Central HR will review the documentation presented and will validate the name change via the Social Security Administration (SSA).**
- 5. If the name change request is validated and approved by Central HR, they will perform the following actions:**
 - Approve the request in the system: Workforce Administration -> Personal Information -> Modify a Person -> Contact Information. Add a row, update name and save.
 - Update Section 3 of USCIS Form I-9 in the Equifax System:
<https://hrx.talx.com/webmanager/LoginClientKey.aspx>
- 6. If the request is approved, the employee may want to review any benefits that a change in circumstance may affect (if they are benefits eligible).**
- 7. If the name change request is denied due to insufficient documentation, Central HR will notify the employee via ESS and through the employee's uga.edu email account outlining the appropriate documentation necessary for processing a successful name change request.**

Relevant Resources

List of training and other resources.

- [Changing Your Legal Name](#)
- [OneSource Training Library](#)



Request Name Change	SOP_WFA_012
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Approval

Name	Date
Traci Strickland	December 2018 April 2019