



How to...authorise or initiate an employee change of name

Purpose:

This guide will show you how to authorise or initiate a change of name for an employee within the **People Manager** in Your HR.

Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **People Manager Homepage**

Authorising an employee's change of name

- If an employee changes their name, you will receive an email notification (as below) stating that your employee has changed their name. There is no automatic authorisation step however, it is a manual procedure you must follow.



Changes to Surname

Dear Mr Matthew David Lange * Mrs Manager One TEST,

This message is to confirm that one of your employees, Mrs Employee TWO-DEUX TEST, Surname has just been changed within Employee Self Service and they have been informed to provide documentary evidence of the change. Please make sure you have seen evidence of this change, if you haven't please revert this change.

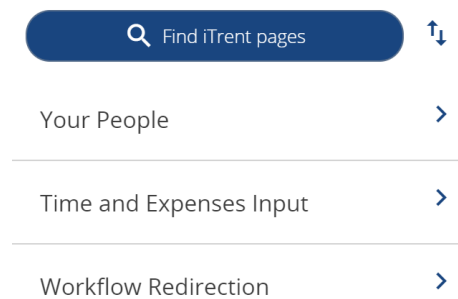
Kind regards,
YourHR

- Upon receiving the email notification, as stated in the email you need to request proof of the name change from your employee. If the employee cannot provide proof, then you must revert the change made by the employee until this can be provided.

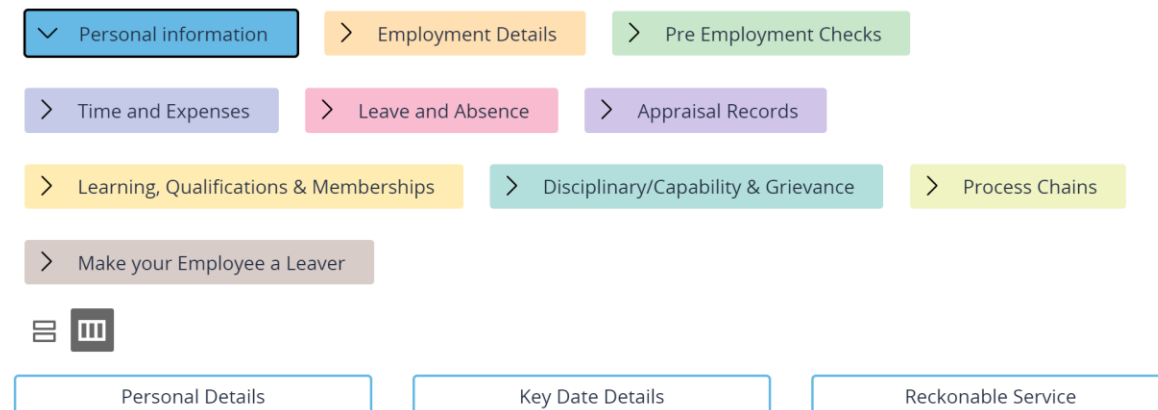
Changing an employee's name

Remember you need to see proof of the name change before you change this on People Manager

- As a manager you have the functionality to be able to change the **personal details** of your employees. Whilst it is encouraged that employees change their own details, there may be occasions when a manager needs to do so.
- Click on **Your People** from the top right menu



- Your employee's names will be shown in the dark left hand pane.
- Click the employee whose name you need to change and you will access their **employee details** page
- Click **Personal Information** and then click on **Personal Details**



- You will then access the **personal details** screen where you can amend any of the details below.

Personal details

▼ MENU
↺
🖨️
📎

Surname*

Forename*

Forename 2

Forename 3

Title*
 ▼

Pronouns
 ▼

Preferred surname

Preferred name

Sex
 ▼

Previous surname

Personal ref.

Start date*
 📅

LMS user
 ▼

Save

New

- To amend, click on the relevant name field and type in the new or amended name.
- Click **save** to save your changes
- A 'changes have been saved' alert will be displayed at the top of the page as shown below:

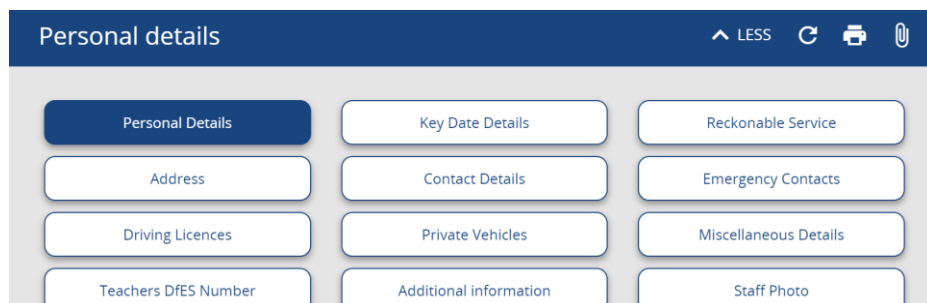

Mr Joe Test

i
Changes have been saved.

- The changes are effective **immediately**.

Returning to People Manager Homepage

- Click the Logo in the top left-hand corner of the screen
- If you would like to stay in this employee's record to view other information, click the **Menu** option at the top of the screen and the short cuts to other pages within the employee's record are shown. Click on any of these to navigate to the page.



Notifications

- Your employee will receive a notification to alert them that their name has been changed on Your HR.
- If amended via Employee Self Service you will receive an email notification stating that your employee has changed their name.
- Other relevant teams will also receive a notification to alert them to the change of name so the necessary action can be taken. They may contact the employee for further details as required. For example, Access Management will be notified so that the Google email can be updated.

For further information or support please refer to Your HR on the [Intranet](#) or please raise a request through the [HR Service Desk](#) or phone on 01926 738444

Creation Date	15/12/17
Author	LG
Review Date	30/1/18 08/02/23 (10.46) JB