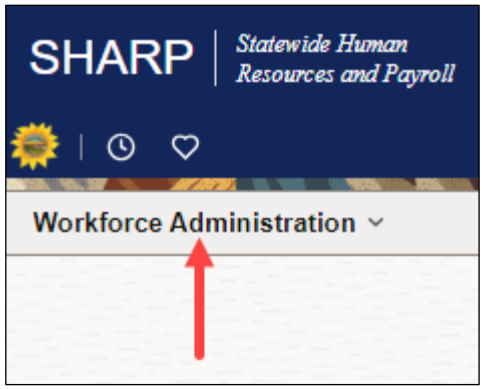
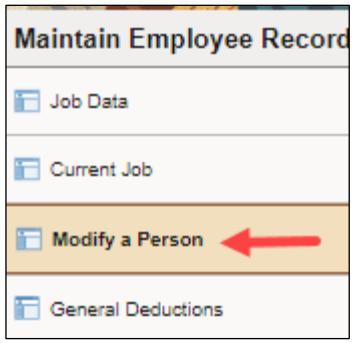
Update Employee Name

Prior to reading this job aid, please review the Position Management and Workforce Administration CBTs.

An employee must submit a copy of their Social Security card with their updated name. For W-2 and tax purposes, the employee's name in SHARP must match their Social Security card. The employee's name will also need to be updated in MAP for GHI with the State Employee Health Plan and KPERS (if applicable).

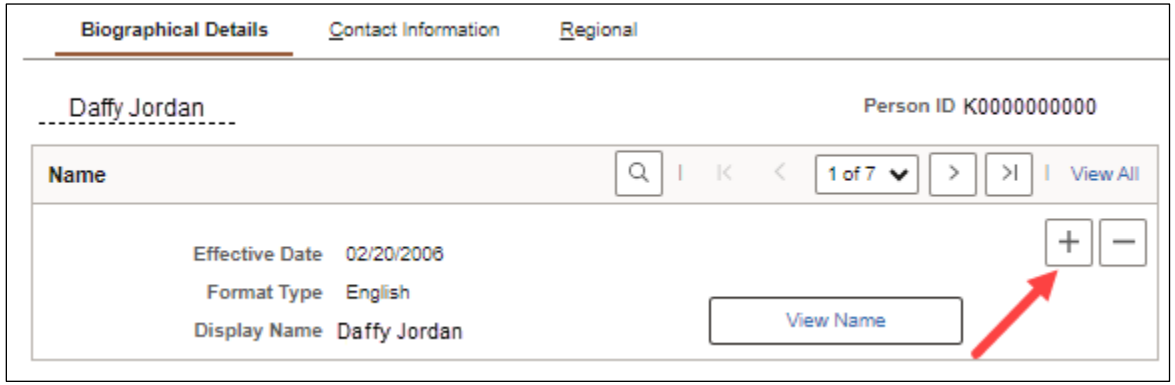




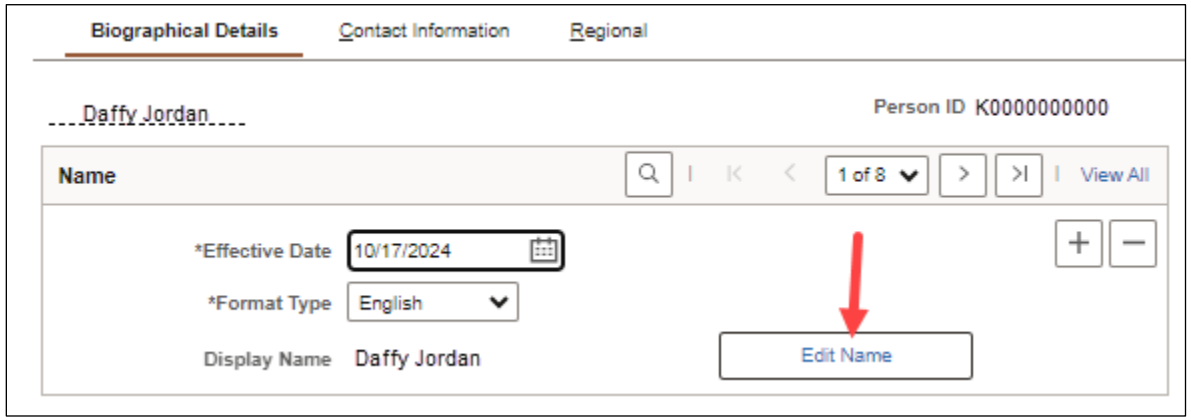


Update Employee Name

On the Biographical tab of the Modify A Person page, click the plus sign in the ‘Name’ section of the page.



Select the appropriate effective date, then click the Edit Name button.



Update Employee Name

Update each field as needed. Click OK, then click Save.

