4.3 NAME CHANGE

Overview
The procedures described in this section are for changing an employee’s name.

Before You Start
Employee informs department of name change and shows department new social security card with the new name. The employee’s name must be the same as shown on their social security card.
Do not enter commas or periods in the first, middle, or last name fields.

Use F1 Help for field-level or function-level on-line help.

Data Entry

Accessing the EEID function
Enter data for the name change via the Employee Identification (EEID) function.
1. Log on to the Payroll/Personnel System.
2. At the Next Func field, type EEID and press Enter.
3. Type EEID, employee ID number, and then press Enter.
The Employee Identification (EEID) function is displayed.
Completing the EEID Function

EEID (EMPLOYEE IDENTIFICATION) FUNCTION

1. Enter data in the following fields, as applicable
   - First Name: Employee’s first name.
   - Middle Name: Employee’s middle initial (or name), if applicable.
   - Last Name: Employee’s last name. Note: Remember that the employee’s full name can only be a total of 26 characters.
   - Suffix: If applicable. Any suffix to the employee’s last name, such as Jr. or III. Do not include any degree information, (i.e., PhD, M.D., etc.) Do not include prefix (i.e., Mr, Ms, etc.)

2. Press Enter to invoke range/value edits.
Review

1. Make sure you have completed all the required data elements.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press F5 Update.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) function is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON function you may:

- Correct errors directly on the ECON function.
- F3 Return to the last data entry function, make any corrections, then do one of the following:
  - Press F5 Update to invoke PAN.
  - Press F2 Cancel twice to cancel the update and leave the EDB unchanged.

See Consistency Edit Messages (ECON) in Section 1.6, System Messages for more information and instructions.

PAN Preparation

After pressing F5 Update from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN Comments Entry screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the Comments Entry screen.
2. Press F10 NotfPrep to display the Notification Preparation screen, where you can add reviewers as desired.
3. Press F11 Detail to display the Activity Review screen, where you can review the notification before sending it.
4. Press F5 Update to complete the update and send the notification.

For more information about PANs and additional PAN features, please refer to Section 1.8, Post Authorization Notification (PAN).

Accessing IMSG

1. To access the Message Report Function go to the Next Function field, type IMSG and press Enter.
2. When the IMSG function is displayed, review any remaining messages and take the appropriate action.