

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 **EEDB** 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

The screenshot shows a terminal window titled "Secure B&W PPS127.0.0.1 - TN3270/TN5250 Connection". The main window displays the "SCT EDB Entry/Update" screen for "Employee Identification". The data shown is as follows:

Employee ID	: 230000100
SSN	: 230000100 230-00-0100
First Name	: JOE
Middle Name	: B
Last Name	: NAVIGATION
Suffix	: _____
Result	: NAVIGATION, JOE B NAVIGATION, JOE B
Date of Birth	: 123158
Inter-campus Transfer	: _____

At the bottom, there is a "Next Func:" field with a cursor, and a menu of options: 1-Help, 3-PrevMenu, 4-Print, 5-Update, 9-Jump, and 12-Exit.

EEID Procedure

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.