

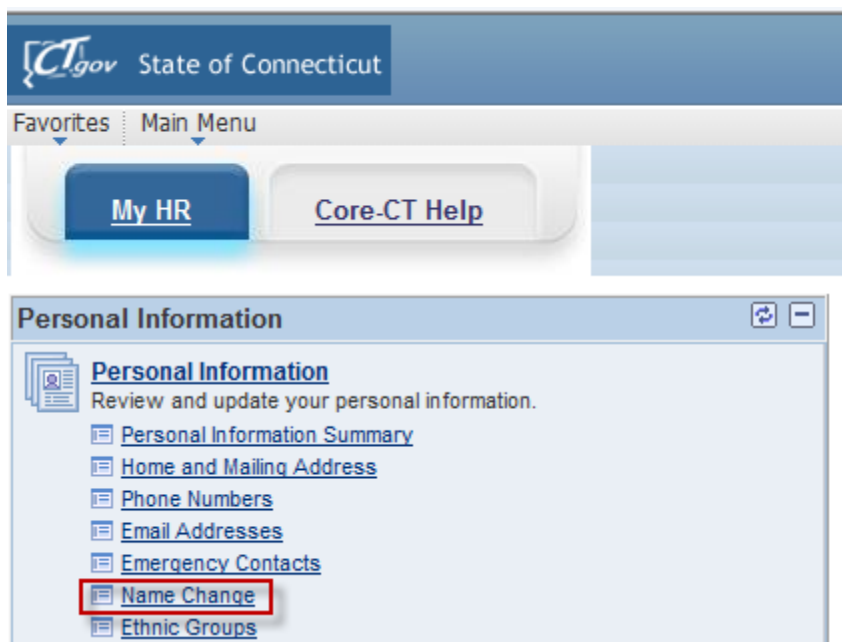
Personal Information

UConn will be using the [Name Change](#) and [Home and Mailing Address](#) functionality only. This documentation provides instructions on how to request a name change. For personal information changes other than name and address, please continue to use the appropriate change form(s) located on the Human Resources [Online Forms Page](#).

Please note that Graduate Assistants and Student employees must also change their name in the UConn Student Administration System, as is current practice. The State's Core-CT System is not electronically linked to the University's Student Administration System.



Name Change Instructions



Select [Name Change](#)

Name Change

Enter your new name and select **Submit**.

Note: You may be required to send proof of the name change to Human Resources.

US Employees: All name changes must match the name provided on your social security card.

Current Name

New Name

Change As Of: (example: 12/31/2000)

*Name Format:

Name:

* Required Field

You will be directed to the Name Change page. The “Change As Of” date will default to today’s date. **Do not change this date.** Payroll will not accept retroactive or future-dated name changes.

Your Current Name will be displayed. Click on the Edit Name button.

Please note, consistent with current practice, employees are required to provide proof of the name change to **PAYROLL**, not Human Resources as noted on the Core-CT screen.

Edit Name

English Name Format

Prefix:

First Name:

Middle Name:

Last Name:

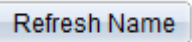
Suffix:

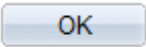
Display Name:

Formal Name:

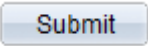
Name:

You will be directed to the Edit Name page. Your current name will be displayed and you may update your name as needed.

The  button will allow you to view the change that you have entered.

Click  to save your change.

You will be returned to the [Name Change](#) page.

Click the  button to complete your name change request.

Your request will be electronically routed to the Payroll Department for final approval. You will receive a system generated email once your name change has been approved.