Change an Employee's Name

This job aid will outline the steps to change the employee's name in the Cardinal system.

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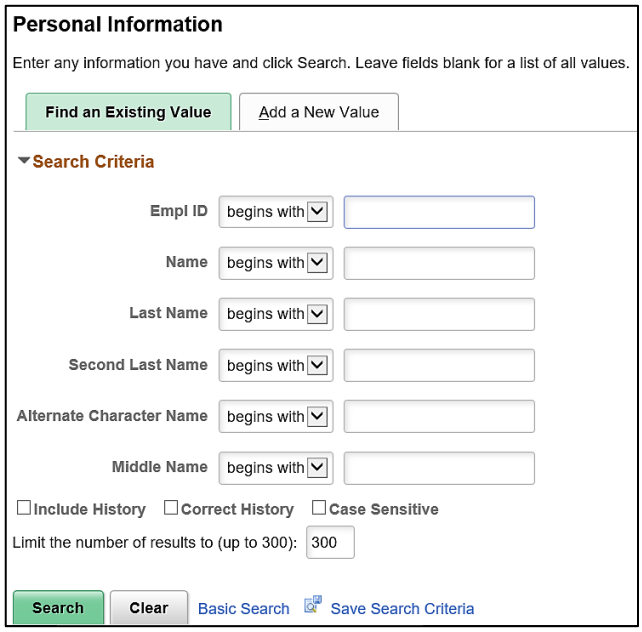
Employee Name Change

To Change the Name of an existing employee in the Cardinal HCM system complete the following steps.

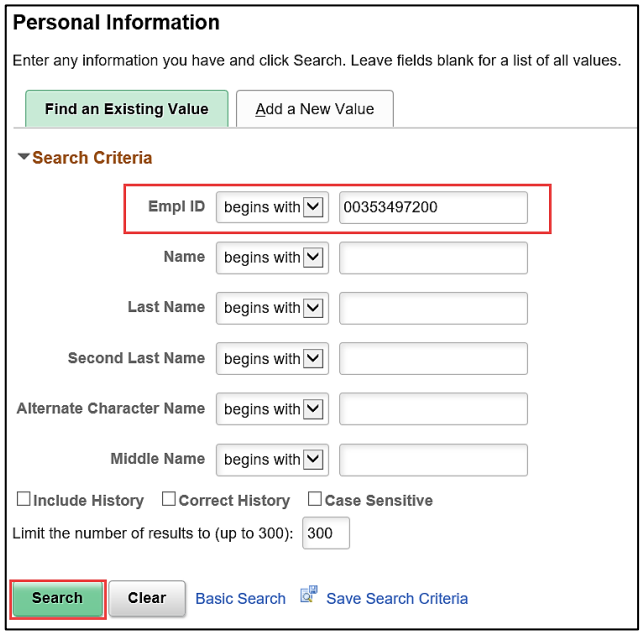
1. Navigate to the **Modify a Person** page using the following path to search for matching persons:

   Navigator > Workforce Administration > Personal Information > Modify a Person

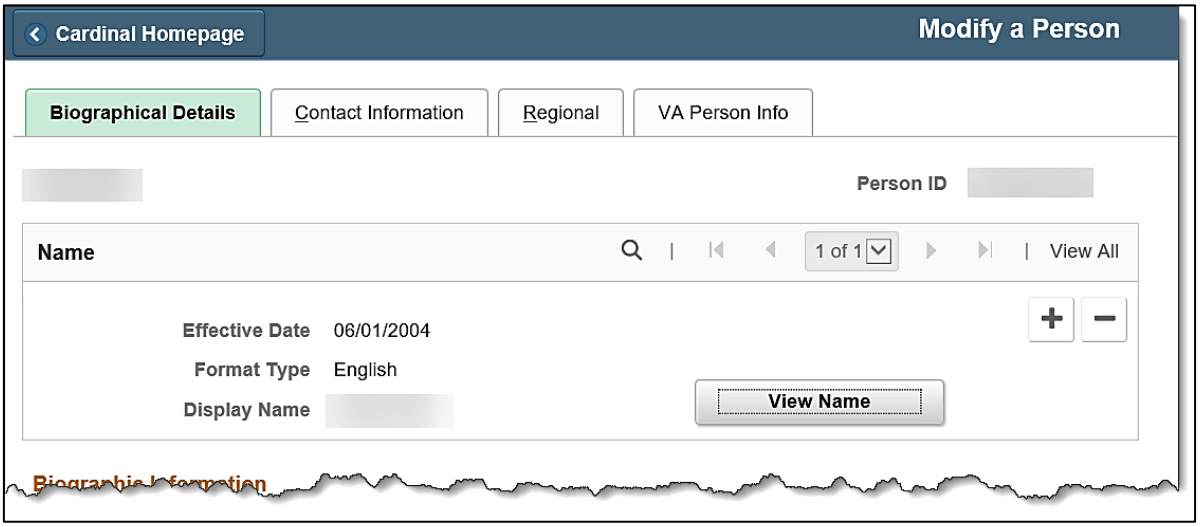
The Personal Information employee id search box is displayed.



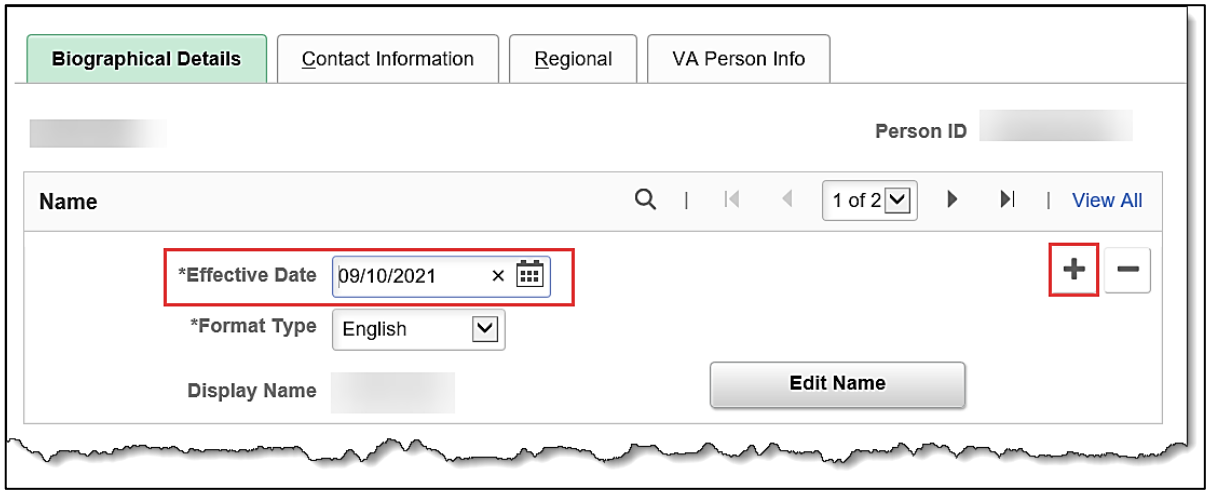
2. **Enter the Empl ID** in the Empl ID field.
3. Click the **Search button.**



The **Modify a Person** page displays with the **Biographical Details** tab displayed by default.



4. Click on the insert a row icon.

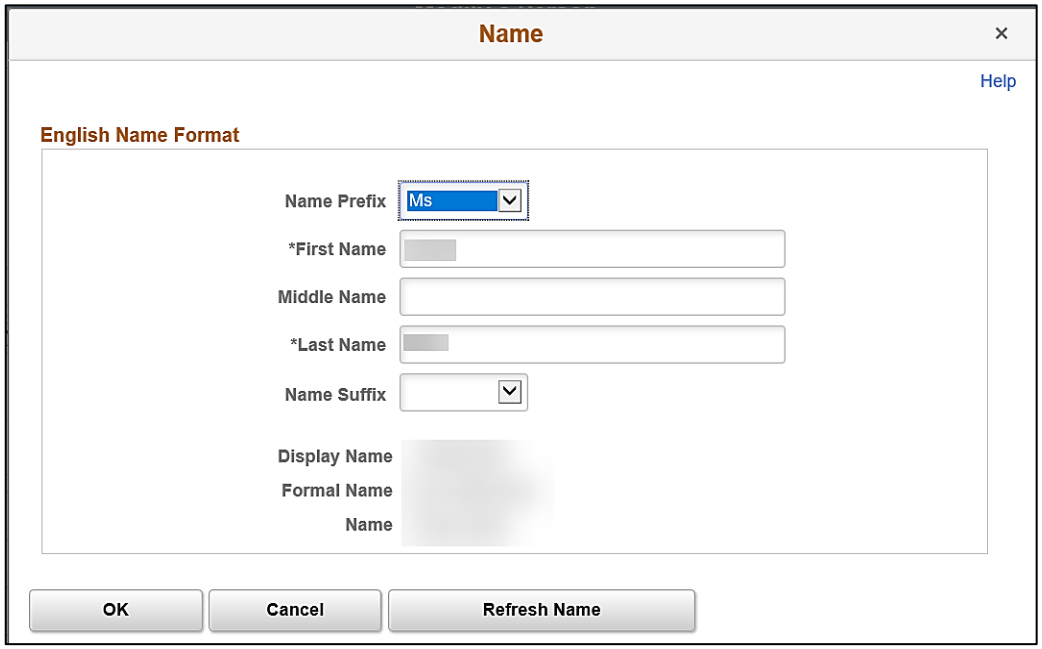


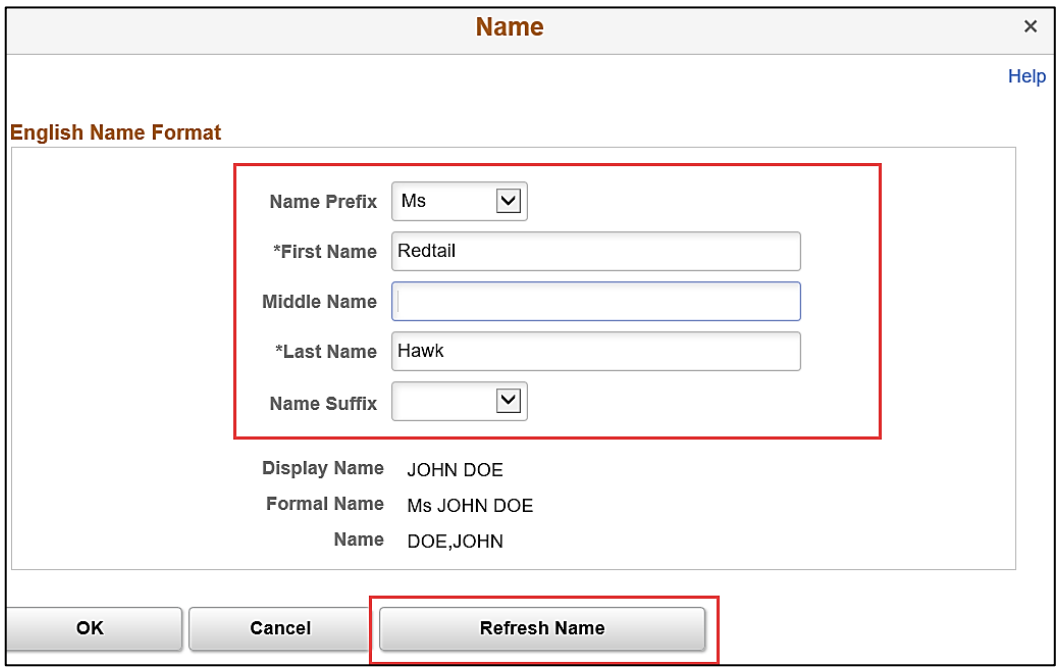
5. The **Effective Date** field defaults to the current date. Update this date to the applicable date of the new hire using the **Calendar** icon if required.

   Note: The Effective Date cannot be greater than today's date when adding/modifying a person in Cardinal.

6. Click the **Edit Name** button.

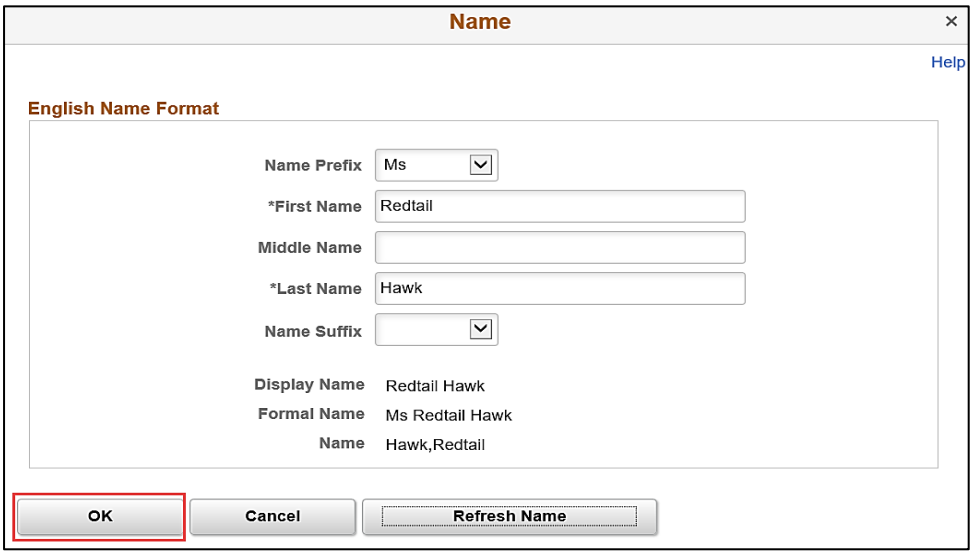
The **Name** page displays in a pop-up window.





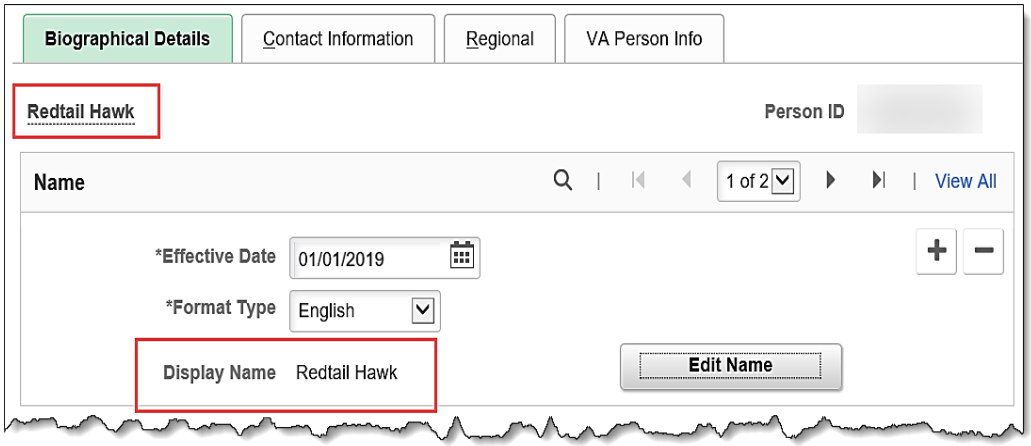
7. Select the applicable prefix using the **Name Prefix** field dropdown button (optional).
8. Enter the employee's first name in the **First Name** field (required).
9. Enter the employee's middle name in the **Middle Name** field (optional).
10. Enter the employee's last name in the **Last Name** field (required).
11. Select the applicable suffix using the **Name Suffix** field dropdown button (optional).

12. Click the **Refresh Name** button. The **Display Name**, **Formal Name**, and **Name** fields will auto-populate based on the information entered.

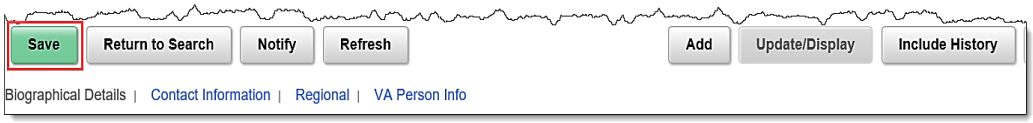


13. Click the **OK** button.

The user is returned to the Biographical page, The updated name will be displayed.



14. Click the **Save** button.



The Data is now saved to the Cardinal system