

# Approving a Name Change

**Purpose:** Use this document as a reference for how to approve a name change in ctcLink.

**Audience:** Human Resources Specialist

**IMPORTANT:** Before you begin this process, be sure to run the query **QHC\_HR\_SS\_APPROVALS\_PNDG\_RPT** to retrieve the list of employees requesting a name change.

**Navigation:** Menu > Self Service Transactions > Name Change

1. On the **Name Change** search page, enter the **Empl ID**.
2. Select **Search**.
3. The **Name Change** page displays. On this page review the **Current Name** and the **New Name** change information.
4. Select one of the three options listed in the **Administrator Actions** section. Once complete, select **Save**.

**Name Change**  
Brian Lanier  
Administrator action is required for this transaction. Select one of the options under Administrator Actions and then select **Save**.

**Current Name**  
Brian Lanier

**New Name**

Employee ID	101007407
Effective Date	10/30/2019
Effective Sequence	1
Name Format	English
Display Name	Brian Lanier

[View Name](#)

**Name Change Approval Chain**

Employee Name Change: **Approved**

Name Change Approval Chain

**Admin Approved**  
Conversion User  
c7066 Administrator  
02/18/20 - 11:49 AM

**Comments**

**Conversion User at 02/18/20 - 11:49 AM**  
Administrative approval performed by Donald Wheeler.

**Administrator Actions**

Current Transaction Status: Administrator Action Required

Select this option to approve the transaction and automatically update the database.

Select this option to approve the transaction. You will be required to manually update the database.

Select this option to cancel the transaction.

[Save](#)

[Go To Personal Data](#)

**Process complete.**

## Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial via Panopto

View the external link to [Approving a Name Change](#). This link will open in a new tab/window.