

# Adding/Updating Additional Names

**Purpose:** Use this document as a reference for adding additional names, such as Preferred Name, in ctcLink.

When adding a **Preferred Name** in the **Modifying a Person** transaction, continue with this procedure to enter the Preferred Name to the **Additional Name** pages. By doing so, the **Preferred Name** will display in the CS Pillar.

**NOTE:** This Quick Reference Guide (QRG) includes information for *Preferred Name* transactions resulting from the **Preferred Name Project** implementation entered into ctcLink beginning 4/13/2023.

**Audience:** HR Administrators

 You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZD HR Central Config VW
- ZD HR Employee Maintenance VW
- ZD HR Inquiry
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

A person record must exist for the individual receiving the name modification in order to proceed with this process. See QRG: [9.2 Add a Person](#).

**Navigation: Workforce Administration > Personal Information > Biographical > Additional Names**

1. On the **Additional Names** search page, the **Find an Existing Value** tab displays.
2. Enter the **Empl ID**.
3. Select the **Search** button.
4. The **Additional Names** page displays.
5. The first record displayed will be the **Primary Name**.
6. Select the plus sign **[+]** to add a new row.

**NOTE:** When viewing the **Type of Name** options, the *Primary* name type is not available. Updates to the *Primary* Name of an individual should be done in the personal data in the **Modify a Person** component.

The **First Name** and **Last Name** are the Legal Name(s) for the employee as verified by their driver's license, government issued ID, or birth certificate. The Legal Name(s) will show on legal documents/screens such as Payroll and Tax information.

Select the **View Name History** link in the Primary row to view any historical name data for this person.

7. On the new row, select the **Preferred Name** from the drop-down menu. As this is an example to add a *preferred* name.
8. Select the **Add Name Data** link.
9. Once on the **Name History** page, the **Type of Name** = **Preferred**, displays.
10. Enter the appropriate **Effective Date**.
11. The **Status** will default to **Active**, change if needed.
  - Options are **Active** or **Inactive**.
12. The **Name Format** defaults to **English**.
13. Select the **Edit Name** link to enter the preferred (new) name.

The screenshot shows a web application window titled "Name History". Inside, there's a form with a header "Name History" and a sub-header "Type of Name Preferred". Below this, there's a search bar with a magnifying glass icon and a "1 of 1" indicator. The main form area contains several fields: "Effective Date" with a date picker showing "04/05/2023", "Status" with a dropdown menu showing "Active", "Name Format" with a dropdown menu showing "English", and an "Edit Name" button. There are also "+" and "-" buttons next to the "Status" dropdown. At the bottom of the form, there are "OK" and "Cancel" buttons.

14. The **Name** page displays.
15. Enter/Select the **Name Prefix**, if applicable.

16. Enter the **First Name**, required field.  
This needs to be the same as the **Preferred First Name** in order to show in the CS Pillar.  
If you enter the legal name in the First and Last Name fields, even though the **Name Type** is **Preferred**, it will be what shows in the CS Pillar.
17. Enter the **Middle Name**, if applicable.
18. Enter the **Last Name**, required field.  
This needs to be the same as the **Preferred Last Name** in order to show in the CS Pillar.
19. Enter/Select the **Name Suffix**, if applicable.
20. Enter the **Preferred First Name**. (This should be the same as **First Name**.)
21. Enter the **Preferred Last Name**. (This should be the same as **Last Name**.)
22. Select the **Refresh Name** button to populate the **Display Name, Formal Name**, and **Name** fields.
23. Select the **OK** button to return.
24. The **Name History** page displays.
25. Verify that all the data is accurate.
26. Select the **OK** button.
27. The **Additional Names** page displays.
28. Select the **Save** button to record the addition.

**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 [Adding /Updating Additional Names](#). This link will open in a new tab/window.