

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
eProfile 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.