

HR Front End Transaction Tips – SSN and/or Name Change

Transaction Type – Employee Data Change

Routing required – Home Org-Campus HR

Documents to Attach – none

Prior to submitting the HR Front End Transaction for a Name Change, the Unit should complete an I-9 in the Tracker I-9 system following the Name Change Tracker I-9 instructions.

Note Employee's Home Org must initiate this transaction

HR Front End procedure (details – steps)

1. Find employee, go to ERV
2. Select the Employee Data from the transactions menu
3. Click on the GEN INFO tab (for name change), expand the Employee General Information accordion, enter new name **OR**
Click on the BIO/DEMO tab (if SSN change), enter SSN
4. Click Save
5. Add Transaction Memo indicating you have reviewed name change documents (SS card); Name must match SS card unless international then must match passport
6. Click Add
7. Review all changes, Route
8. College retrieves from Group Inbox, Take Ownership, review and Route
9. Central HR retrieves from Group Inbox, Take Ownership, review and Apply

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