

# Legal Name Change Procedures

## Step 1: Contact I-9 Office to verify New Official Documents

1. Employee or HRBP should contact [hr.i-9@cuanschutz.edu](mailto:hr.i-9@cuanschutz.edu) to verify [acceptable documents](#) with new name.
2. Once verified, employee should send confirmation to HR Business Partner to process name change.

## Step 2: HR Business Partner enters name change in HCM

1. In HCM, navigate to **Modify a Person**.
2. Enter Employee ID or search by name.
3. Click the plus sign in the upper right corner.
4. Enter the new legal name.
5. Click Save.

The name change in HCM will trigger changes to:

- HCM (HR information system)
- UCDAccess Portal
- Concur Travel and Expense
- SkillSoft
- CU Market Place

## Additional Name Change Notifications

You will need to notify additional offices that a legal name change has taken place to ensure systems are appropriately updated if you do not see the change automatically occur after a few days:

### Office of Information Technology

- **Display Name:** To change the name displayed in the "from" line of email messages, contact OIT at 303-724-HELP.
- **Alias:** To request an update to your email alias (the part of your email address before @), contact OIT at 303-724-HELP.
- **Campus Directory:** The campus directory publishes the display name from the Identity Management system.

### Benefits Office

Email Employee Services at [benefits@cu.edu](mailto:benefits@cu.edu) to discuss what changes need to be made with benefits providers. Please include your name, employee ID, and contact information.

### Student-Facing Systems – student, if applicable

To update your legal name:

Submit a completed [Name Change & Record Update form](#), along with supporting legal documentation, to the Office of the Registrar. Documented proof of a legal name change, before and after, can include your driver's license, military ID, birth certificate or court documentation that provides proof of the name change.

The following university systems and records require additional steps to update your preferred or primary name.

## Your Individual College, School, Institute or Department

Some areas of campus have their own systems in use. We recommend checking with your college, school, institute or department HR to see if additional steps need to be taken. For example, some colleges manage their own website directory. Your department web administrator would need to make that update.

## Notify External Service Providers

You will also need to notify the following external service providers:

### Retirement Provider(s)

- CU 401 (a) Retirement Plan [TIAA](#)
  - Phone: 800-842-2252
  - Hours: 8 a.m. - 10 p.m. (ET) Monday – Friday
- [PERA](#)
  - Phone: 800-759-7372
  - Hours: 7 a.m. - 5:30 p.m. Monday - Thursday (MT) 7 a.m. - 4:30 p.m. Friday (MT)

### P-Card or Travel Card

If you have a p-card or travel card and would like a new one with your new legal name, complete the [Cardholder Update Form](#) and submit to the Procurement Service Center.