How Do I Change My   Name ?

NOTE:Important! Whenever an employee   changes his/her name, he   /she must promptly update the name   stored within the One   USG HCM system. This name is reflected on items such as the W   -2 form. Failure to update this information in a timely manner can delay the issuance   of important documentation.

Navigation

1. Log into OneUSG HCM .
2. If the Employee Self Service   page is not displayed, click the blue NavBar and select Employee   Self Service from the drop down listing.
3. On the Employee   Self Service page, click the Personal   Details tile.
4. On the Personal Details page, click the   Name link.

Update the Home Address Information

5. Click the Current   link associated with the Name   entry.
6. On the Name   page, click the   Choose a date (Calendar)   icon associated with the Change   As of field and select the date when the address change will take effect. Note: The date entered must be the current date or later .
7. Accept the default value populated by the system in the Name   Format field; no update is required.
8. Click the Drop   Down icon associated with the Prefix   field and select an appropriate value from the listing.
9. Click the First Name field and make any needed upd   ates.
10. Click the Middle   Name field and make any needed updates.
11. Click the Last Name field and make any needed updates.
12. Click the Drop   Down icon associated with the Suffix   field and select an appropriate value from the listing, if applicable.
13. Click the Save   button.