



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Requesting a Name Change

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Name** link in the **Actions** panel on the **Personal Details** page.
3. Click your name in the **Information** panel.
4. Select/enter a date in the **Change As Of** field on the **Name** dialog page.
5. Edit your name information using the **First Name**, **Middle Name**, and **Last Name** fields.
6. Click the **Save** button.

Note:

Requests for name changes must be processed and approved by Human Resources before they take effect in the system.

You will be required to submit proof of your name change to Human Resources. Submit your Social Security card and/or Marriage Certificate to Human Resources.

The screenshots illustrate the process of requesting a name change in the Oracle Employee Self Service system:

- Screenshot 1:** The Oracle Employee Self Service home page. The **Personal Details** tile is highlighted with a red box and the number 1.
- Screenshot 2:** The **Personal Details** page for David Smith. The **Name** link in the **Actions** panel is highlighted with a red box and the number 2.
- Screenshot 3:** The **Personal Details** page for David Smith. The **Name** link in the **Information** panel is highlighted with a red box and the number 3.
- Screenshot 4:** The **Name** dialog page. The **Change As Of** field is highlighted with a red box and the number 4.
- Screenshot 5:** The **Name** dialog page. The **First Name**, **Middle Name**, and **Last Name** fields are highlighted with a red box and the number 5.
- Screenshot 6:** The **Name** dialog page. The **Save** button is highlighted with a red box and the number 6.