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Policy

Employee Name Change

- Issued On 11/2024

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Employee Name Change

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Applies to: All University Employees including all regular full-time, part-time, time as reported (TAR) and temporary staff (including Strong Staffing employees), faculty, residents, fellows, postdoctoral appointees and student employees employed by the University.

Each faculty and staff member is expected to promptly notify their department head and the Office of Human Resources of changes to legal name. The University of Rochester also recognizes that many members of our community use a First and/or Middle Name other than their legal name to identify themselves. This policy allows faculty, staff, and student employees to indicate their Chosen names in university systems and records whenever possible, unless otherwise limited by system capability or prohibited by law, privacy, or business needs.

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Purpose of the Policy

Official records of the University of Rochester generally require the use of the employee's legal name. The purpose of this policy is to outline when and where it is permissible/allowable to use a chosen name. Surnames can be changed only with a legal name change.

Definitions

- **Legal name:** A Legal Name is the name that appears on official governmental documents such as your U.S. Social Security card, passport, driver's license, tax forms, or birth certificate.
- **Chosen name:** A Chosen Name is a first and/or middle name an employee wishes to be known by in the University community.

I. Policy

1. Legal Name:
    1. By default, all employee records will use the employee's legal name, as noted on documentation submitted at hire, or otherwise directed by a Federal agency.
    2. Legal name must be used in the following circumstances:
        1. Employment documents, contracts, and verifications
        2. Payroll documents such as paychecks, W-2, etc.
        3. Any legal document produced by the University of Rochester
        4. When otherwise required by law
        5. ID Badges for Medical Licensed Professionals
            - Active ID badges must have a legal name that matches their

license
- Cover badges with chosen names are available upon request
6. To update legal name, employees must submit a legal name change request to the Office of Human Resources in myURHR by providing a supporting legal document reflecting their new name.

3. Chosen Name:
   1. An employee may request to use a Chosen first or middle name that can include, but are not limited to:
      1. a name to which the individual is in the process of legally changing;
      2. a name that better represents the individual's gender identity;
      3. a middle name or nickname instead of a first name; or
      4. a shortened derivative of a name
   2. Chosen name may be used in the following circumstances:
      1. Email addresses and display name
      2. ID Badges (for positions that require a medical license a legal name is required)
      3. Cover ID Badges (Clinical Staff)
      4. Learning Management Systems (MyPath)
      5. Faculty and Staff Online Directory
      6. Active Directory (AD)
      7. Box
      8. Zoom
      9. Other systems as identified and appropriate
   3. Chosen names may not be used for purposes of fraud or misrepresentation, and must comply with University policies.
   4. The University reserves the right and maintains discretion to deny or remove a Chosen name if it contains vulgar, obscene or offensive language, or is otherwise determined by the University to be inappropriate or technologically not feasible. Reports of such activity will be handled pursuant to University policies and procedures and applicable law.

II. Procedures

1. Legal Name Changes
   1. Employee Personnel records
      1. All employees are expected to promptly notify their department head and the Office of Human Resources of changes to legal name,
      2. Employees may use the self-service function in myURHR to request a legal

name change beginning December 16, 2024. Employees must present your proof of name change to HR. Upload a copy of a Marriage Certificate, Social Security Card or Receipt, or Government Issued ID for Proof of Legal Name Change to HR. This process will not be complete unless the required documentation is provided.

2. Chosen Name Changes
    1. Employee Personnel Records
        1. To request a Chosen First and/or Middle name change, employees may use the self-service function in myURHR to indicate a "Chosen" name in the system beginning December 16, 2024.
    2. Identification Badges
        1. Once the employee completes a chosen name in myURHR they may visit the ID Office for a new ID badge and return their previous university identification.
3. Ancillary systems/databases
    1. Not all University computer systems/databases are integrated with myURHR or have a field for Chosen name. Employees may need to take further steps with those system administrators to explore chosen name changes.

About This Policy

Policy Number
400

Issuing Authority
Human Resources

Responsible Officer
Kathy Miner

Contact Information
kathy.miner@rochester.edu

Additional Resources

- Human Resources Business Partner Contact
- Chosen Name Change Request Form
- Registrar – Student Forms and Request
- Employee Benefits Summaries and Forms

Related Policies

- [Changes in Personal Data](#)

Policy Keywords

- [Benefits](#)
- [Change in personal data](#)
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