Name Change Procedures through Human Resources – Self Service

Sign In

Through HR Self Service, you may review/update your personal information (i.e. name, address, etc.), review benefits enrollment and, and complete the new employee package, to include I-9, W-4, and Direct Deposit forms.

To access the HR Self Service system, go to the CWU Home Page at www.cwu.edu and click the link in the upper right corner of the page.

Click Sign In
Enter your CWU network credentials and click Login.

**Name Change – Self Service**

Navigate to **Main Menu -> Human Resources -> Self Service -> Personal Information -> Name Change**
The next screen shows the current information and allows you to enter the Date Name change will take effect, the Name format, and the New Name field. Select ‘Edit Name’.

**Name Change**

Jane Doe

Enter your new name and select Submit. Note: You may be required to send proof of the name change to Human Resources.

**Current Name**

Jane Doe

**New Name**

Change As Of: 01/27/2014 (example: 12/31/2000)

Name Format: English

Name: Jane Doe

Submit

* Required Field

Enter all relevant information, click ‘Refresh Name’ and ‘OK’.

**Edit Name**

English Name Format

Prefix: Mrs
First Name: Jane
Middle Name: A
Last Name: Doe
Suffix: A
Display Name: Jane Doe
Formal Name: Mrs Jane Doe
Name: Doe, Jane A

Refresh Name

OK Cancel

The confirmation page will appear when you select ‘OK’. Select Submit.

**Note:** The information is not changed in the system right away. You must visit the HR office in order to verify these changes by showing your social security card.