

## UW-Stevens Point Employee Name Change Job Aid

Use this job aid to change your name with UW-Stevens Point, UW System, and/or ETF.

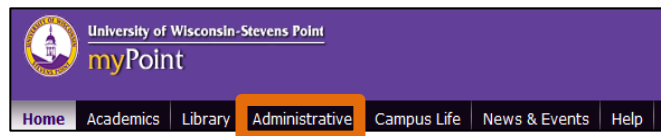
### Email

*Note:* Your name within the UWSP email system may be a preferred name and does not have to be a legal name.

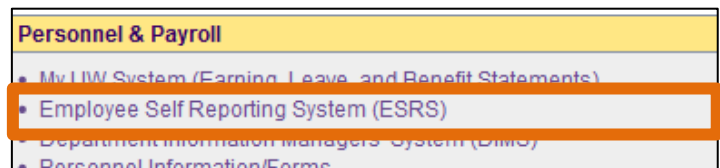
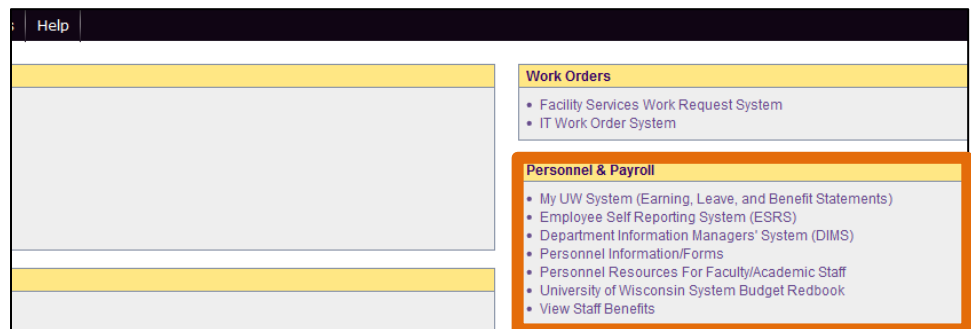
To change your email and name in DIMS:

1) Go to [myPoint](#).

2) Click on the Administrative tab.



3) Within the Personnel & Payroll, select the Employee Self Reporting System (ESRS) link.

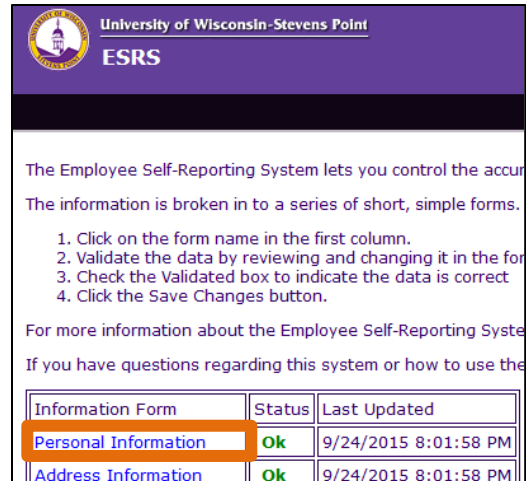


4) The login window will display.

- a. Use multifactor authentication, if prompted.
- b. Enter your login information as prompted.

- 5) The ESRS information page displays.
  - a. Click *Personal Information*.
  - b. In the field you wish to update, update your name.
  - c. Click *Save Changes* at the bottom of the screen.

Your request will be sent to the appropriate representatives to ensure your email is updated.



### Benefits (requires some forms to complete and provide to HR)

- 1) To change your name on your benefits and/or update your benefits, visit the [University of Wisconsin System Family Changes website](#). Click the change which is applicable for your situation.
  - a. The subsections provide an overview of the changes.
  - b. Important: the paperwork must be filed within a certain timeframe.
    - i. For example, state group health insurance requires action be taken within **30 days of your marriage/divorce/other life event**.
- 2) Once you have determined the action you need to take, choose the correct form on the [UWS Forms & Resources Page](#).
  - a. *Note:* Some forms require additional verification of the life event/change.
- 3) Submit the completed forms to UW-Stevens Point Human Resources. These forms should be provided securely (i.e., uploaded into your UWSP OneDrive account and shared directly with [hr@uwsp.edu](mailto:hr@uwsp.edu), faxed to our office, or dropped off in person through an appointment).

Do **Not** email completed forms as that is not a secure method to send your protected information.

Depending on the type of change, remember to update your beneficiary information!

## **Payroll Systems (requires some forms and you to come into HR)**

- 1) To change your name in the UWS payroll system, you will need to complete an updated portion of your I-9 (which verifies you are eligible to work). This can be done once you receive official documentation of your new name from column A or C.
  - a. The I-9 lists A and C can be found in the I-9 instructions located on the [U.S. Citizenship and Immigration Services I-9 webpage](#).
- 2) Please make an appointment with the HR office once you have official documentation and we will take copies of your new identification.
- 3) Similarly, you can update your tax form (w-4) or direct deposit. The forms can be found at: <https://www.uwsp.edu/hr/Pages/Starting%20at%20UWSP/Before-Your-First-Day.aspx> under the *What to Have/Provide on Your First Day* section.
  - a. Submit the completed forms to Human Resources as outlined in number 3 under the Benefits section above.

## **UWSP Picture**

Upon notification of a legal name change, HR will notify University Communication and Marketing to ensure the name associated with your UWSP photo is updated.

## **Miscellaneous**

There may be other systems, programs/software, locations, partners, etc. for your name to be updated. Work with your office associate or assistant to the dean to support identification and navigation of updates.