

Name Change/Correction Instructions

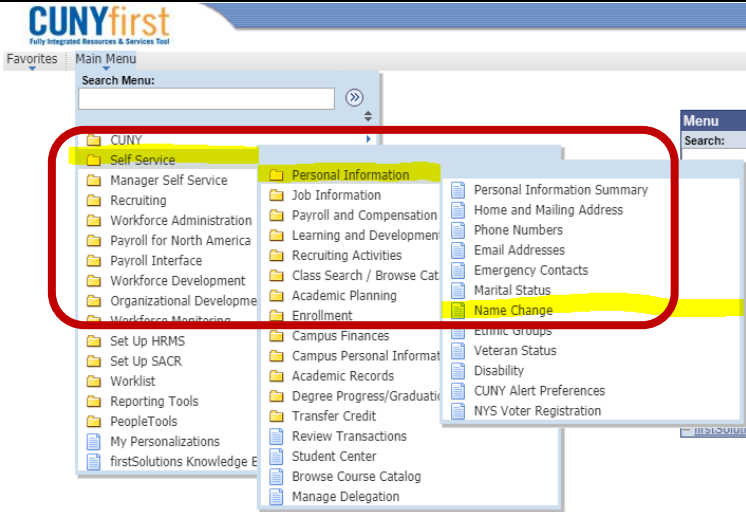

These instructions are to assist current/retired employees with the process of changing/updating their name for the following systems using the CUNYfirst Employee Self-Service Form module:

- CUNYfirst Employment System Records

Step 1: Log into CUNYfirst at the following address https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html

Step 2: Click “HR / Campus Solutions”

Step 3: Click “Main Menu”, then click “Self Service”, then click “Personal Information”, then click “Name Change”

Navigation Path	Editing Name Page
	

Step 4: At this step, you will be able to edit the “Prefix”, “First Name”, “Middle Name”, “Last Name”, “Suffix” by clicking on “Edit Name”. The field titled “Date Name Change Will Take Effect:” Must be completed to show the effective date of the change.

Step 5: Click on “Submit”.

Note: Change of “Prefix” and “Suffix” do not require any legal documentation. However submitting a change of name request for “First”, “Last”, “Middle” name will require you to bring one of the following acceptable legal documentation to the Department of Human Resources (Marriage Certificate, Divorce Decree, Social Security Card or Court Order).

Other Forms to Submit

The following forms **MUST** be submitted to the Benefits Office (located at the address and location above):

- [PSC-CUNY Welfare Fund Change of Name Form](#) (PSC Member Employees ONLY)
- [WageWorks Change of Name Form](#) (Any Employee Who Has Applied for WageWorks)

IMPORTANT INFORMATION: All other employees must reach out to their **Welfare Fund Units** and **Pension Systems** directly to make a change of their name.