[Requesting Preferred Name](https://ctclinkreferencecenter.ctclink.us/m/79746/l/1238006-requesting-preferred-name) in Employee Self Service

**Preferred Name Request**

**This action will initiate a change, human resources (HR) will approve and make final changes in ctcLink.**

**Nav: Employee Self Service>Personal Details tile>Name tile**

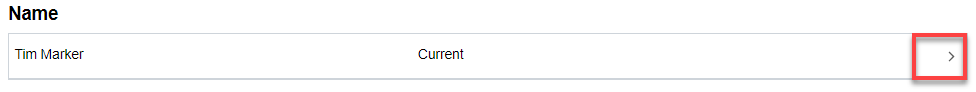
1. In Employee Self Service, select the **Personal Details** tile.
2. Select the **Name** tile.

A screen shot of a person and a pencil

Description automatically generated A computer screen shot of a card

Description automatically generated

1. On the **Name** page, select the **arrow** to the right of the **Current Name**, to open the **Name** page.



1. On the **Name** page, the **Change As Of** date field defaults to the *current* date. Change date as appropriate**.**
2. Select the **Preferred First Name** field and enter the Preferred First Name.
3. Select the **Preferred Last Name** field and enter the Preferred Last Name (or leave default last name if no change is needed).
4. The **Display Name**, **Formal Name** and **Name** fields update to reflect the names entered.
5. **NOTE:** If you have attachments related to this transaction, you can upload them by selecting the **Add Attachment** button.
6. Select **Save**.

A screenshot of a computer

Description automatically generated

1. The request has now been successfully sent to HR for approval and processing.

**Note:** Once HR approves the request, they will make the change. The change will not be made in payroll or tax-related documents. It will be shown in Employee Self Service, Absence Management, Time & Labor, and Job Data. **If you want your preferred name in Campus Solutions (CS) and Canvas, please email human resources and we will make the additional name change.**

That’s it! 😊