

## Name Change Process

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- ❖ This process applies to legal name changes warranting updates to employee HR, payroll, and benefits records and to account usernames
- ❖ Please note that a name change should only be submitted once an employee has an updated social security card displaying his or her new name
- ❖ Human Resources will approve a name change only when accompanied by a copy of the new social security card displaying the new name

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### For Department Administrator:

- Make a copy of the employee's new social security card showing the new name
- Send copy to HR (1414 Mass. Ave. 5<sup>th</sup> Floor)
- Go to ASPerIN under *Actions>Person>Edit Person*
- Search for employee by HUID or name
- Change name and submit for approval

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### For Employee:

- Notify your Department Administrator of your legal name change once you have received an updated social security card.
- Show your new social security card to your Department Administrator. Your Department Administrator will need to take a copy of the card after reviewing the original.
- If you wish to change your assigned or chosen FAS account or username, following a legal name change, send an email to [ithelp@harvard.edu](mailto:ithelp@harvard.edu) with the following information (note that in sensitive cases in which you are uncomfortable emailing this information, you may instead call the HUIT Service Desk at 617-495-9000):
  - Harvard University ID number (HUID).
  - Current username and requested username.
  - Phone number.
  - A time when you will not be logged into your account for approximately three hours during a normal business day. The account cannot be changed while you are logged in (i.e. checking e-mail or using a lab computer).
  - Reason for wanting a username change.

**Note:** If your name change is the result of a life event such as marriage or divorce, you may be able to request an opportunity to adjust your benefits. Please visit the "Life Changes" section of HARVie ([harvie.harvard.edu](http://harvie.harvard.edu)) or call Harvard Benefits at 617-496-4001 for more information.