


Name Change Process

- ❖ 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

For Department Administrator:

- Make a copy of the employee's new social security card showing the new name
- Send copy to your FAS Payroll Coordinator (1414 Mass. Ave. 4th Floor)
- Go to the employee's home page in Aurora and click on  next to "Harvard Identity"
- Change name and submit. The action will bypass HR approval and go straight to Payroll

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 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) or call Harvard Benefits at 617-496-4001 for more information.