



Legal Name Changes

An employee may experience a legal name change during the course of employment with the University. If that occurs, the following areas may be impacted and should be considered.

****It is important to note that before making any formal changes appropriate documentation should be reviewed as indicated in the below linked KB.****

HRIS

- Update the employee's name to match the legal document under the Modify a Person tab.
 - o Additional guidance on how to do this can be found in the Modifying Person Data in HRS KB: <https://kb.uwss.wisconsin.edu/17785>.

Payroll

- All tax documents are driven by the information in HRS. No further updates needed once updated under the "Modify a Person" tab.

Talent Acquisition

- If during the offer process: Ensure the name on the offer letter is updated appropriately.
- If an existing employee: Ensure the new legal name is used in all future documents and communications.

Benefits

- If the employee is NOT currently enrolled: No documentation/notice required.
- If the employee is enrolled in ANY benefits: Submit a minimum of one (1) paper application (<https://hr.wisc.edu/forms/>) for a benefit they are enrolled in indicating "NAME CHANGE" at the top of the application. Additionally:
 - o *Personal Choice Name Changes*: Include a copy of the Court Order that was filed for the name change.
 - o *Marriage/Divorce Name Changes*: No additional documentation is required beyond indicating the "Date of Qualifying Event" on the applications.

Workforce Relations

- Update locally stored files to indicate the employee's legal name change for continuity of recordkeeping.

Compensation Administration

- No notification or adjustments needed.

Miscellaneous

- If the employee's email address prior to the name change included the now former legal name, assist them with updating the email accordingly with the appropriate name.
 - o https://kb.wisc.edu/office365/page.php?id=41901#_change
- If the employee is a former student of UW-Madison, they may need to reach out to the Registrar's Office to update their legal name.
 - o <https://registrar.wisc.edu/personal-info/>

