

# Policy On Employee Name Changes

**Responsible Office: Human Resources**

## **I. POLICY STATEMENT**

Auburn University requires the use of an individual's full legal name on certain documents. This policy sets forth the applicable requirements and procedures that employees must follow to change their name on official and unofficial university records.

## **II. POLICY PRINCIPLES**

Auburn University recognizes that individual employees may desire to change their legal or preferred name on university records and within university systems. The university will honor an employee's legal name change request to the extent that it complies with applicable policy and procedures and is not being made for unlawful or otherwise improper purposes. The university retains final decision-making authority with respect to requests for legal name changes.

Name changes will apply prospectively from the date the request is processed. All legal name change requests must be accompanied by appropriate documentation which is the requestor's sole responsibility to provide.

Legal name changes will affect human resources information system employee screens, payroll records, benefits records, and related vendor files.

Auburn University cannot assume responsibility and is not liable for any adverse consequences to any individual, including any detriment caused by mistakes in recording or providing information that result from an individual's action to change that employee's name as it appears upon Auburn University Human Resources official records.

## **III. EFFECTIVE DATE**

July 7, 2021

## **IV. APPLICABILITY**

Applies to all employees of Auburn University and Auburn University Montgomery.

## **V. POLICY MANAGEMENT**

**Responsible Office:** Human Resources

**Responsible Executive:** Vice President Business & Finance & CFO

**Responsible Officer:** Associate Vice President, Human Resources

## **VI. DEFINITIONS**

**Legal Name** – the name that appears on an employee's birth certificate or other government-issued document.

**Preferred First Name** – a name that is different from an employee's legal name but is preferred for use by the employee. The preferred name will not replace the legal name on the university record.

## **VII. POLICY PROCEDURES**

An employee must make a request by following the established procedures for making legal and preferred name changes on official and unofficial university records.

Legal Name Change: Completion of a Request for [Legal Name Change Form](#) will be required and must accompany the appropriate documentation for all requests.

Completed requests will be processed within 3 business days by Human Resources Records unless extenuating circumstances extend processing time.

Preferred Name Change: [How to Update Preferred Name in Banner](#).

## **VIII. SANCTIONS**

None

## **IX. EXCLUSIONS**

None

## **X. INTERPRETATION**

Associate Vice President, Human Resources