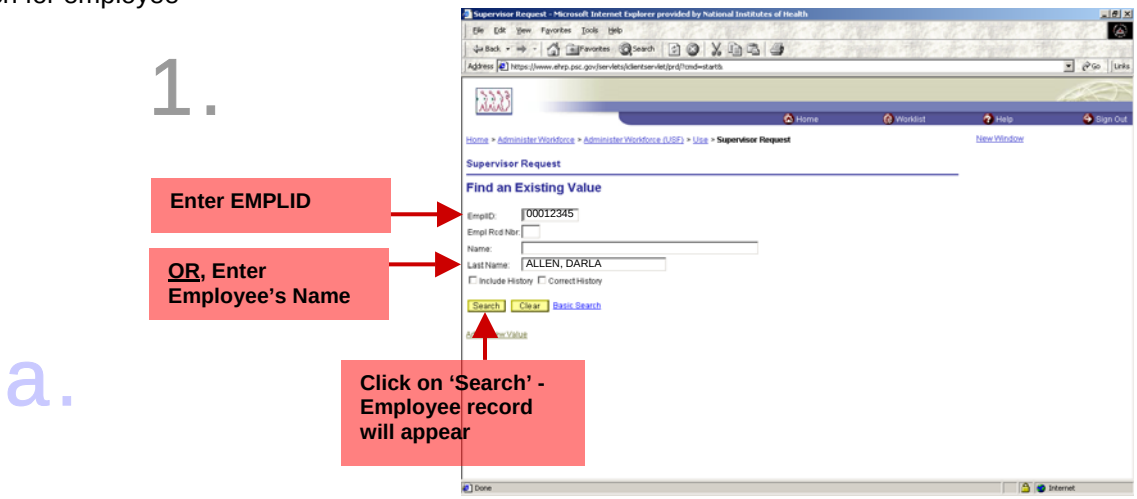
NAME CHANGE

Administrative / Management Office:
Initiating the Name Change PAR

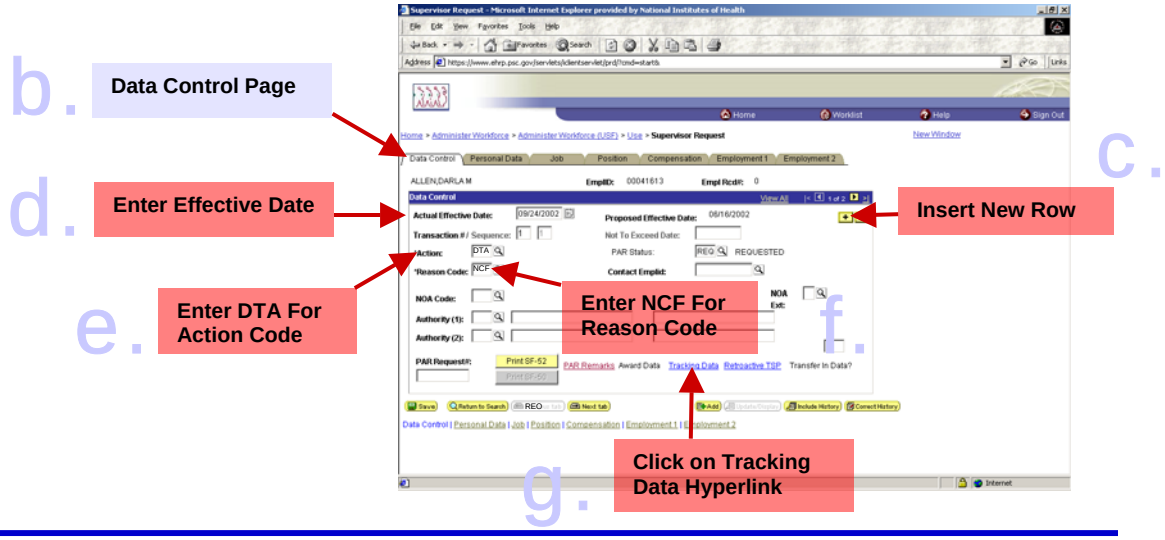
1. **Go to Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request***
   **Note: The path for this PAR action directs you to 'Supervisor Request.' The term 'Supervisor Request' means 'Initiator' (e.g., Secretary, Administrative Assistant, Administrative Officer, etc.) at the NIH.*

   a. Search for employee



   b. Make sure you are on the 'Data Control' page
   c. Insert a new row by clicking on the *plus (+)* sign
   d. Enter the Actual Effective Date
   e. Enter Action Code = DTA *
   f. Enter Reason Code = NCF *
   g. Go to the Tracking Data Hyperlink (at the bottom of the page)

   **Helpful Hint: Using the magnifying glass to look up codes will minimize the chance of error*



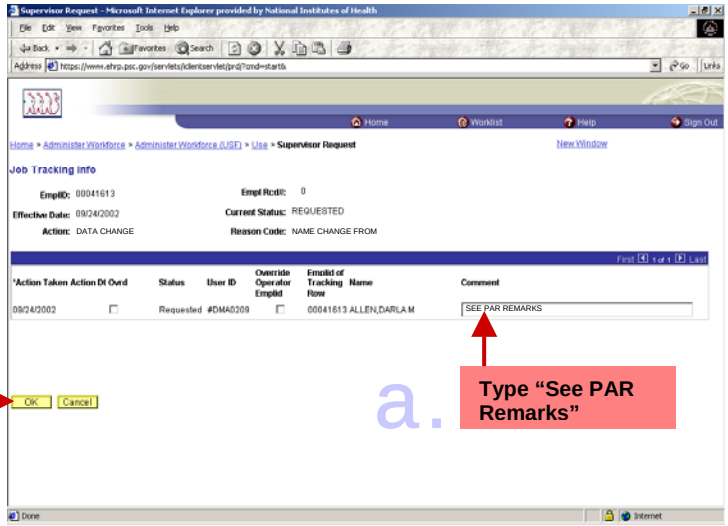
NAME CHANGE

2. On Tracking Data Page

a. Enter "See PAR Remarks" in the Comment field
b. Click 'OK' – This will return you to the Data Control page

2.

b. **Click 'OK'**

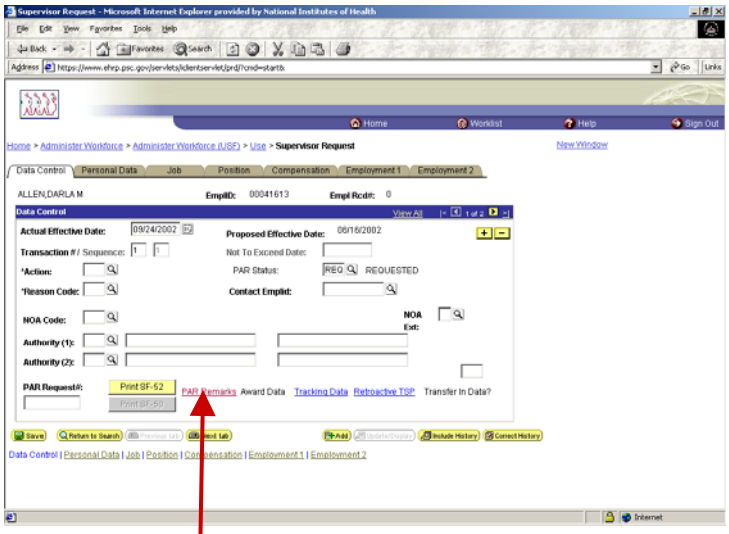


a. **Type "See PAR Remarks"**

3. On the Data Control tab

a. Click on the PAR Remarks Hyperlink

3.



a. **Click on PAR Remarks Hyperlink**

NAME CHANGE

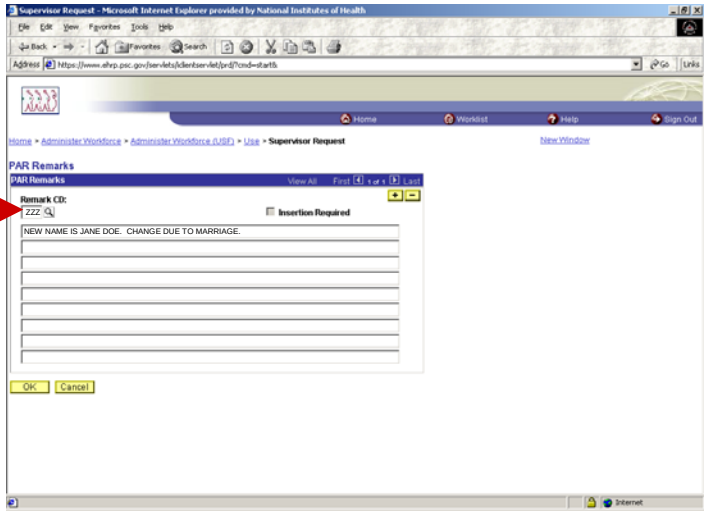
4. In the PAR Remarks Hyperlink

a. Enter Remark Code = 'ZZZ,' and type employee's new name and reason for change in PAR Remarks
Example: "New Name is Jane Doe. Change due to Marriage."

b. Click 'OK' – This will return you to the Data Control page

4.

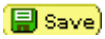
a. **Enter New Name and Reason For Change**



5. Back on the Data Control tab

a. Update the PAR Status

b. Click 'SAVE'



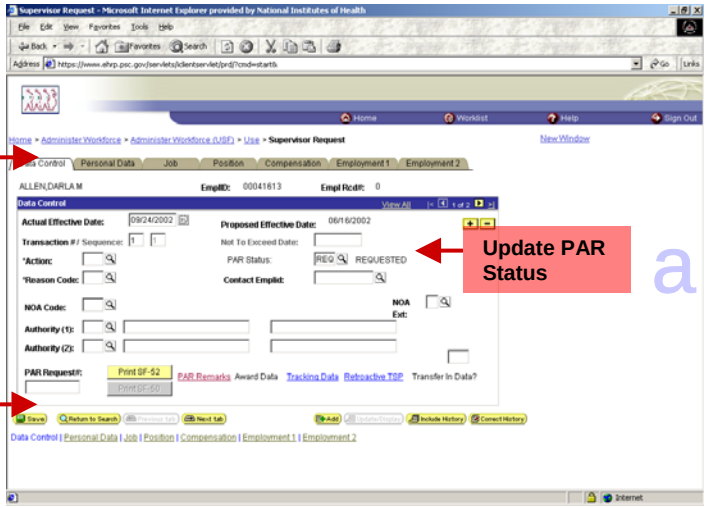
This will take you to the 'Route To' page

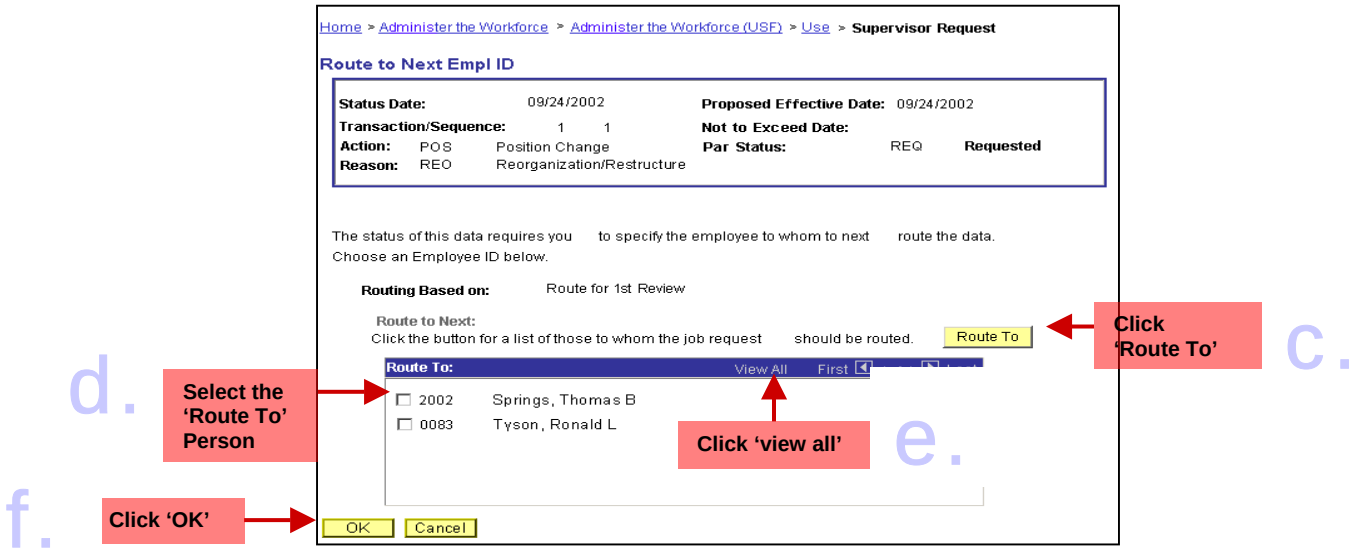
5.

Data Control Tab

Update PAR Status a.

b. **Click Save**



NAME CHANGE

c. Click on 'Route To' button
d. Select the 'Route To' person
e. If all the names are not there, Click 'View All' to see additional names
f. Click 'OK'