**UW-Stevens Point Employee Name Change Job Aid**

Use this job aid to change your name with UW-Stevens Point, UW System, and/or ETF.

**Email**

*Note: Your name within the UWSP email system may be a preferred name and does not have to be a legal name.*

To change your email and name in DIMS:

1) Go to [myPoint](#).

2) Click on the Administrative tab.

3) Within the Personnel & Payroll, select the Employee Self Reporting System (ESRS) link.

4) The login window will display.
   a. Use multifactor authentication, if prompted.
   b. Enter your login information as prompted.
5) The ESRS information page displays.
   a. Click *Personal Information*.
   b. In the field you wish to update, update your name.
   c. Click *Save Changes* at the bottom of the screen.

Your request will be sent to the appropriate representatives to ensure your email is updated.

**Benefits (requires some forms to complete and provide to HR)**

1) To change your name on your benefits and/or update your benefits, visit the [University of Wisconsin System Family Changes website](#). Click the change which is applicable for your situation.
   a. The subsections provide an overview of the changes.
   b. Important: the paperwork must be filed within a certain timeframe.
      i. For example, state group health insurance requires action be taken within **30 days of your marriage/divorce/other life event**.

2) Once you have determined the action you need to take, choose the correct form on the [UWS Forms & Resources Page](#).
   a. **Note:** Some forms require additional verification of the life event/change.

3) Submit the completed forms to UW-Stevens Point Human Resources. These forms should be provided securely (i.e., uploaded into your UWSP OneDrive account and shared directly with hr@uwsp.edu, faxed to our office, or dropped off in person through an appointment).

Depending on the type of change, remember to update your beneficiary information!
Payroll Systems (requires some forms and you to come into HR)

1) To change your name in the UWS payroll system, you will need to complete an updated portion of your I-9 (which verifies you are eligible to work). This can be done once you receive official documentation of your new name from column A or C.
   a. The I-9 lists A and C can be found in the I-9 instructions located on the U.S. Citizenship and Immigration Services I-9 webpage.

2) Please make an appointment with the HR office once you have official documentation and we will take copies of your new identification.

3) Similarly, you can update your tax form (w-4) or direct deposit. The forms can be found at: https://www.uwsp.edu/hr/Pages/Starting%20at%20UWSP/Before-Your-First-Day.aspx under the What to Have/Provide on Your First Day section.
   a. Submit the completed forms to Human Resources as outlined in number 3 under the Benefits section above.

UWSP Picture

Upon notification of a legal name change, HR will notify University Communication and Marketing to ensure the name associated with your UWSP photo is updated.

Miscellaneous

There may be other systems, programs/software, locations, partners, etc. for your name to be updated. Work with your office associate or assistant to the dean to support identification and navigation of updates.