

Employee Name Change Form

Section 1. To be completed by CNM employee – Please Print

CNM ID Number _____ Job Title _____

New Legal Name _____
First Middle Last

Previous Legal Name _____
First Middle Last

Preferred First Name if not a legal name change: _____

Employee provided the following documentation: (Check all that apply)

Legal Name Change:

- Original Legal Documentation of Name Change (i.e. court order, marriage certificate, divorce decree, etc.)**
- Original Social Security Card**
- Other applicable documentation _____

Account Information:

- Change username and email address (Change username/email will result in data loss)
- Do not change username or email address
- Preferred First Name Change (Display Name in Directory)
- Do you use ARGOS? YES or NO

Employee Signature Date

Section 2. To be completed by Human Resources Front Desk Admin

Complete the following Documents:

- New I-9 Document - **new form if current document on file is over 3 years old**
- New W-4 – complete with updated name/dependent changes
- Forward W-4 to Payroll

Provide employee document checklist:

- ERB (Retirement) Beneficiary Designation Form 42 and Data Sheet

HR Front Desk Admin Signature Date

Section 3. To be completed by Human Resources Technician

Documentation attached:

- Legal Documentation of Name Change (i.e. court order, marriage certificate, divorce decree, etc.)
- Social Security Card
- Other applicable documentation _____

Process the following:

- Complete Name Change in PPAIDEN (BANNER)
- If changing username/email address: (email ITSServiceDesk@cnm.edu and attach name change form)
- If changing the preferred first name, update the preferred name field in PPAIDEN.
If employee uses ARGOS (email ITSServiceDesk@cnm.edu and attach name change form)
If employee does not use ARGOS (DO NOT SEND TO ITS)
- Email notice to Payroll (payrollprocessing@cnm.edu) and Benefits (benefits@cnm.edu) Benefits team will scan name change form to benefits folder in Onbase.

HR Technician Signature

Date