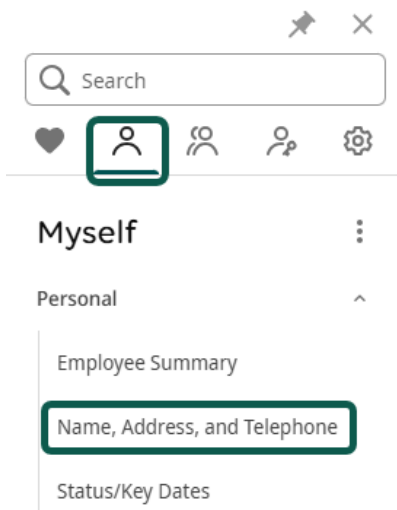




CHANGING NAME OR MARITAL STATUS IN UKG

NOTES: Before changing your name in UKG, make sure you have first changed your name with the Social Security Administration. To avoid a rejected direct deposit, employees must also update their name at any banks associated with their direct deposit accounts in UKG. Most banks also require an updated form of identification in order to update the account name.



- From your home screen of UKG, click the  in the upper left corner to open the side navigation menu.
 - Click on the *Myself* icon.
 - Under the *Personal* heading, click on *Name, Address, and Telephone* tab.

- Click the Edit icon to make changes.



- Enter updates in appropriate fields:



Name, Address, and Telephone

Change Name, Address, or Telephone

Effective

Prefix

First

Middle

Last

Suffix

07/03/2025 

AB

Test

Example

Preferred first

Former last

Marital status

Practice

Married 

- **Effective**: defaults to today's date.
 - **First**: if changed, update.
 - **Middle**: if changed, update.
 - **Last**: if changed, update. Complete the "Last" name field
 - **Preferred first**: if changed, update.
 - **Former last**: If your last name has changed, **make sure to enter your former last name**
 - **Marital Status**: if changed, select the correct status from the drop down box.
- Click the **save** icon. The action will now go into a workflow to await approval.
 - HR will schedule a time with you to verify your name change with SSA.
 - Human Resources and IT will then work together to process the name change:
 - A JIRA ticket is opened and IT builds a new email address and login.
 - IT coordinates a time with the employee to implement the name change. During this time, the employee will need to be completely off of their computer for 30 minutes to an hour.
 - Once HR receives the new email address, they rebuild the username and roles, and update the Nectar database
 - Once these steps are complete, IT assists the employee in re-registering for UKG with the new email address and in creating a new password and security Q&A.

ADDITIONAL INFORMATION:

- Do you have a Larimer County Commercial Card? Contact the Finance Department to get it updated with your new name.
- Do you have a Parking Garage permit? Contact the City of Fort Collins Parking Services (970-221-6617) to notify them of your name change and update your permit.
- If your marital status has changed, will this result in a change to your benefits enrollments? If so, complete the [Benefit Status Change Form](#). This must be done within 31 days of the life event. (Contact HR Benefits with questions.)