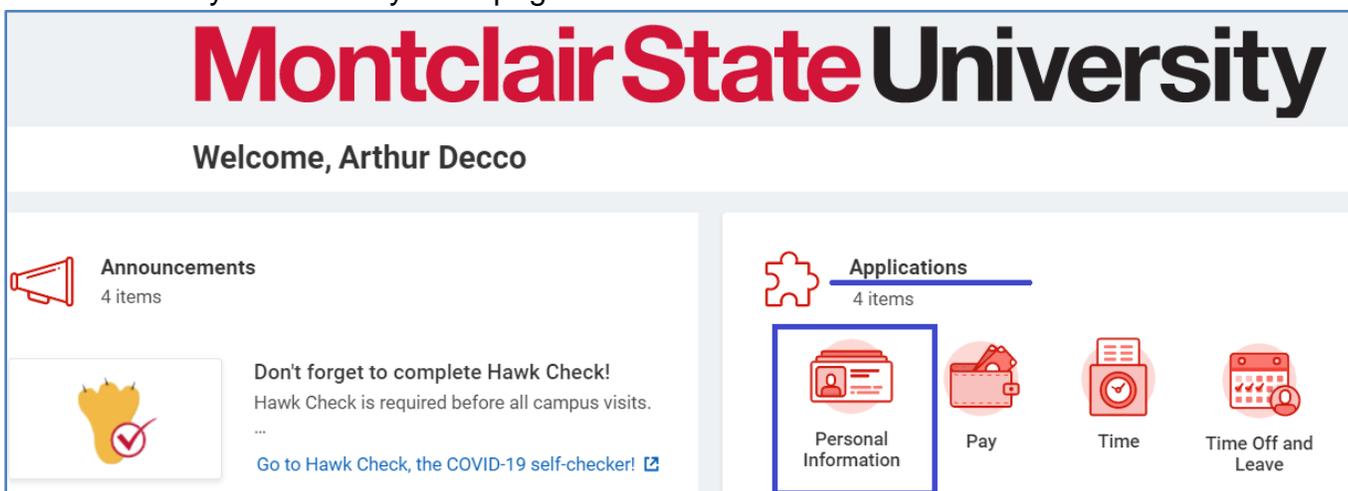


Preferred Name Changes in Workday

The Preferred Name Change process is initiated by the employee in Workday. To view the full Preferred Name Change policy, please click [here](#).

Employee Initiates the Preferred Name Change process in Workday

1. Login to Workday and **click** the **Personal Information** icon under the **Applications** section of your Workday homepage.



Montclair State University

Welcome, Arthur Decco

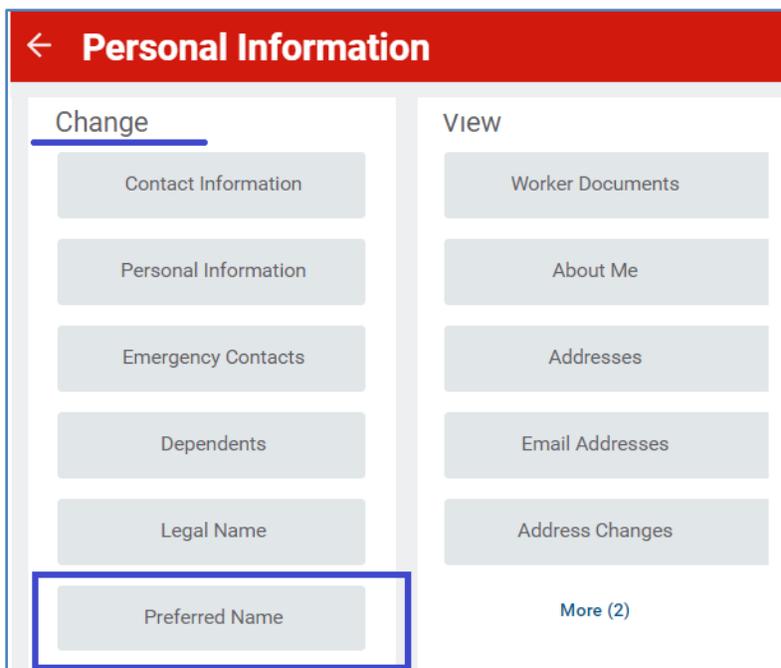
Announcements
4 items

Don't forget to complete Hawk Check!
Hawk Check is required before all campus visits.
...
[Go to Hawk Check, the COVID-19 self-checker!](#)

Applications
4 items

Personal Information Pay Time Time Off and Leave

2. **Click** the **Preferred Name Change** button under the **Change** section.



← Personal Information

Change

Contact Information

Personal Information

Emergency Contacts

Dependents

Legal Name

Preferred Name

View

Worker Documents

About Me

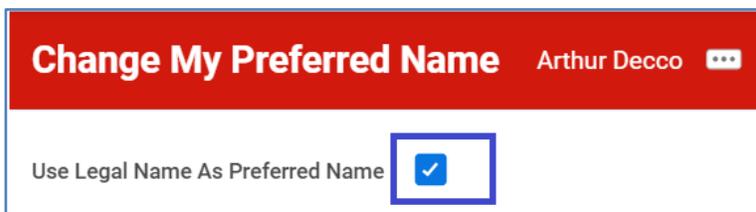
Addresses

Email Addresses

Address Changes

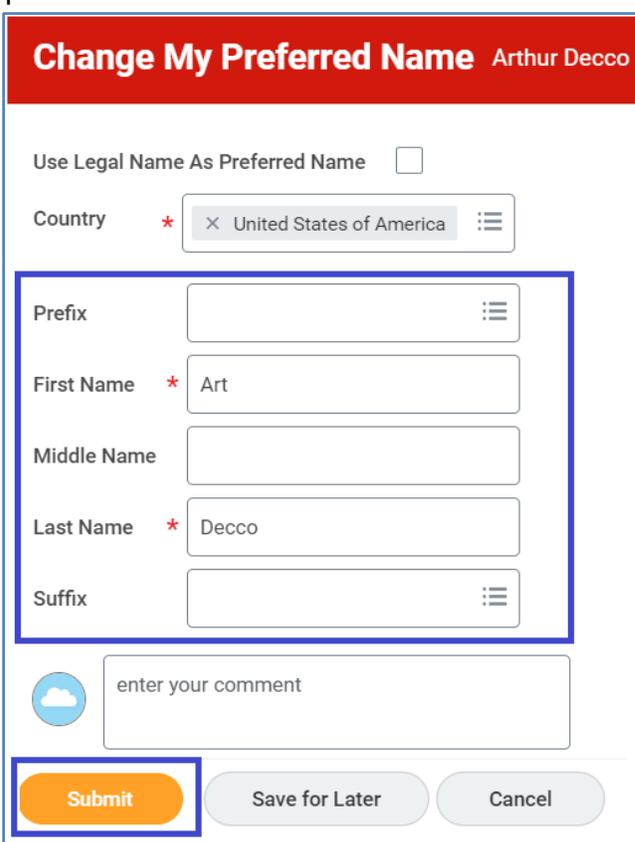
[More \(2\)](#)

3. **Uncheck** the box that states **Use Legal Name As Preferred Name**. As the screenshot below shows, this box will automatically be checked off—you must uncheck it in order to change your Preferred Name.



The screenshot shows a red header bar with the text "Change My Preferred Name" and "Arthur Decco" next to a three-dot menu icon. Below the header, the text "Use Legal Name As Preferred Name" is followed by a blue checkbox that is checked with a white checkmark. A blue rectangular box highlights the checkbox.

4. **Type** the desired preferred first and/or last name in the **First Name** and **Last Name** section(s). Then, **click** the **Submit** button. In this example, we are changing the preferred first name from Arthur to Art.



The screenshot shows the "Change My Preferred Name" form for Arthur Decco. The "Use Legal Name As Preferred Name" checkbox is now unchecked. The "Country" dropdown is set to "United States of America". The "Prefix" field is empty. The "First Name" field contains "Art". The "Middle Name" field is empty. The "Last Name" field contains "Decco". The "Suffix" field is empty. Below the name fields is a comment box with the placeholder text "enter your comment". At the bottom, there are three buttons: "Submit" (highlighted with a blue box), "Save for Later", and "Cancel".

After submitting, your Preferred Name Change request will go through an approval process. Once approved, your preferred name will appear in Workday.



Need Help?

For assistance, please contact Workday Customer Care by emailing WCCSupport@montclair.edu, or by calling 973-655-5000, option 3.