PeopleSoft V9.1

Viewing and Updating Your Name

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From the PAWS Employee Portal (https://paws.augusta.edu), select the SoftServ Icon from the Quick Access Bar.

Log in using your AU NetID and Password. This will be the same ID and Password that you use to log into Outlook.

ORACLE

PEOPLESOFT ENTERPRISE

User ID:

Password:

Sign In

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

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You have successfully accessed SoftServ. Navigate to Personal Information so that you may update your name. Please Note: Additional information will need to be submitted to HR Benefits/Data Management prior to the approval of the change request (ie. marriage license, updated social security card).

Main Menu > Self Service > Personal Information > Name Change

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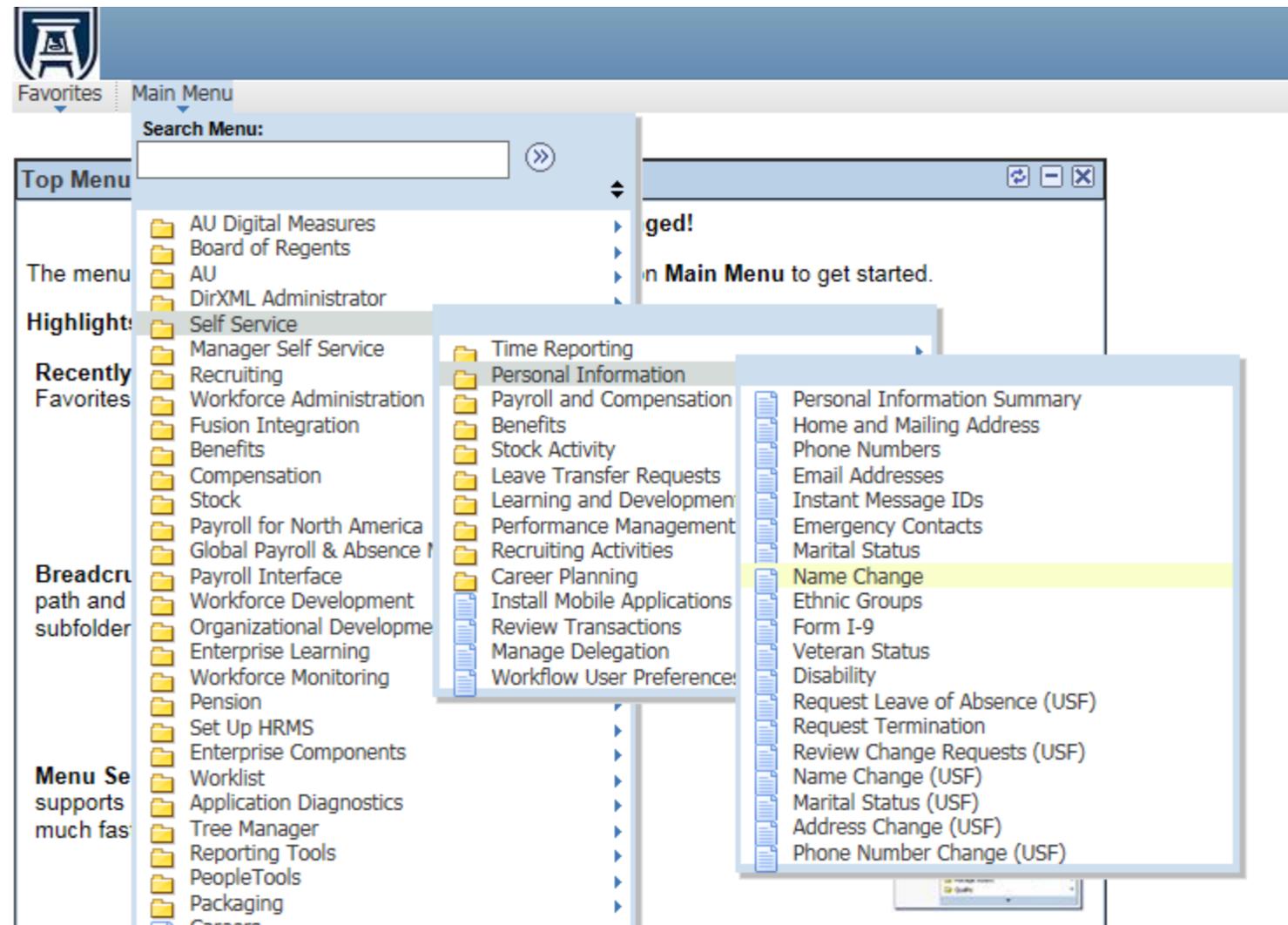
Select the "Edit Name" button.

Enter the name change in the appropriate field(s).
Select "Refresh Name", then "OK".

Edit Name

English Name Format

Prefix:	Mrs
First Name:	Cathy
Middle Name:	Christine
Last Name:	Parker
Suffix:	
Display Name:	Cathy Parker
Formal Name:	Mrs Cathy Parker
Name:	Parker,Cathy Christine

Refresh Name

OK   Cancel

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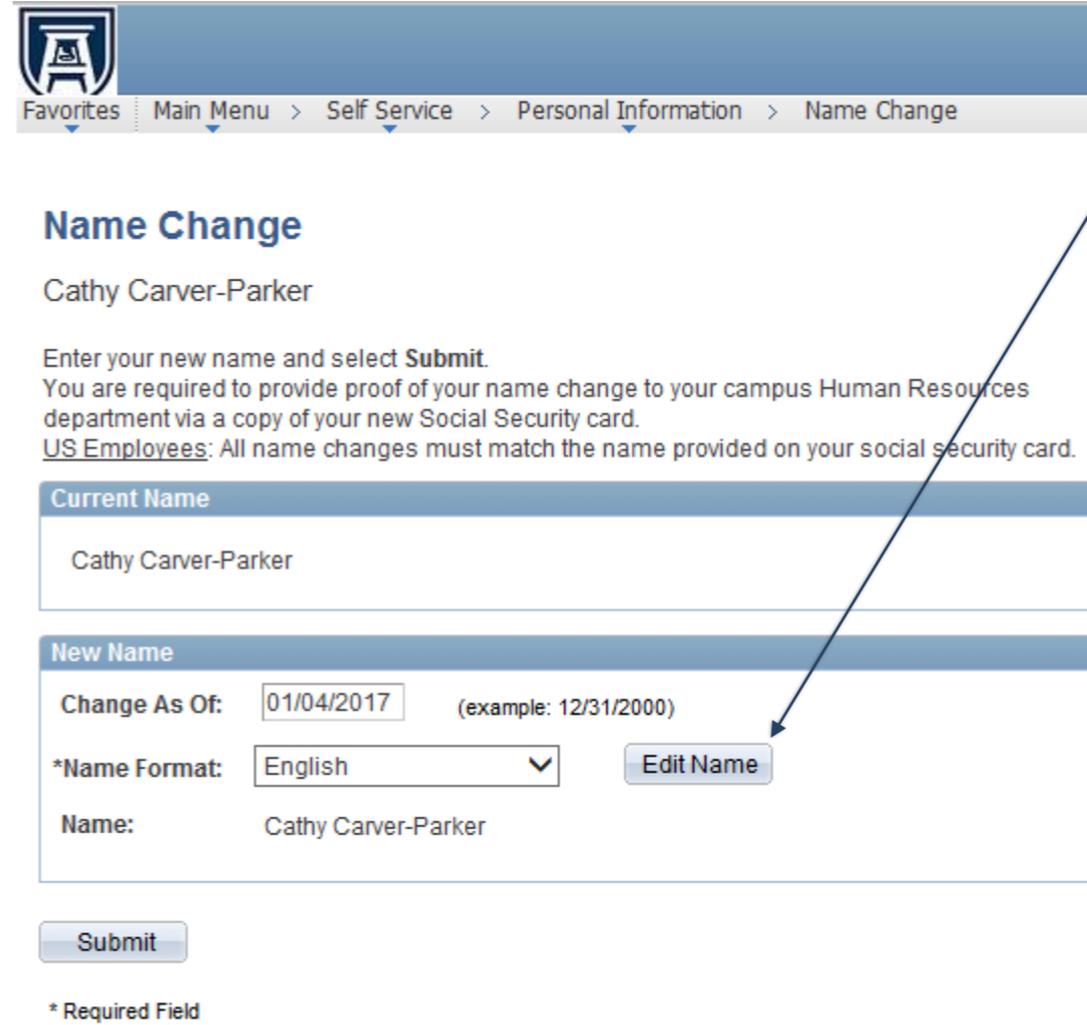
Favorites | Main Menu > Self Service > Personal Information > Name Change

Name Change

Cathy Carver-Parker

Enter your new name and select **Submit**.
You are required to provide proof of your name change to your campus Human Resources department via a copy of your new Social Security card.
US Employees: All name changes must match the name provided on your social security card.

Current Name

Cathy Carver-Parker

New Name

Change As Of:	01/05/2017	(example: 12/31/2000)
*Name Format:	English	Edit Name
Name:	Cathy Parker	

Submit

* Required Field

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You have successfully submitted a name change for Human Resources approval.

Home and Mailing Address

Home and Mailing Address

Submit Confirmation

✓ The Submit was successful.

[OK]

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