

# PeopleSoft V9.1



*Viewing and Updating Your Name*

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

I Would Like To:  
Select

I Would Like To Use:  
Select

People Finder

First Name Last Name

Search

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### Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series – Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

### ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh  
Chief of Clinical Pathology

### What's New

View More

- Women's Health Magazine: 3 Women get real about gut struggles
- Why learning by doing matters more, longer
- Deck the halls with care and keep eyes on young children
- Attention: Student Health Services closure (Dec. 15-30)
- Scientists learn more about how motors maneuver our cells' roadways
- Augusta University's accreditation reaffirmed

View All

## Concierge Service

706-721-9522

## New Policies



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

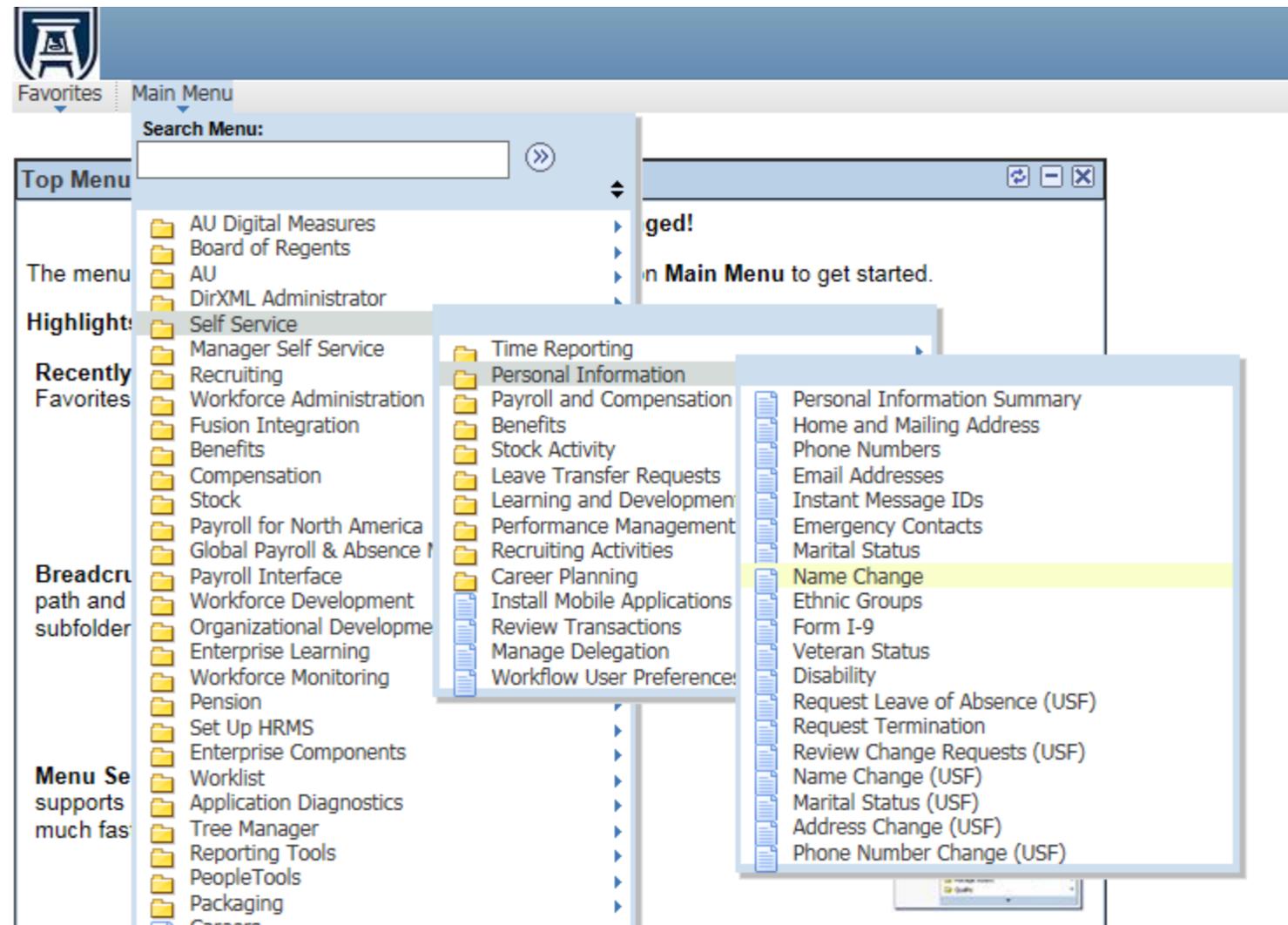
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**PEOPLESOFT ENTERPRISE**

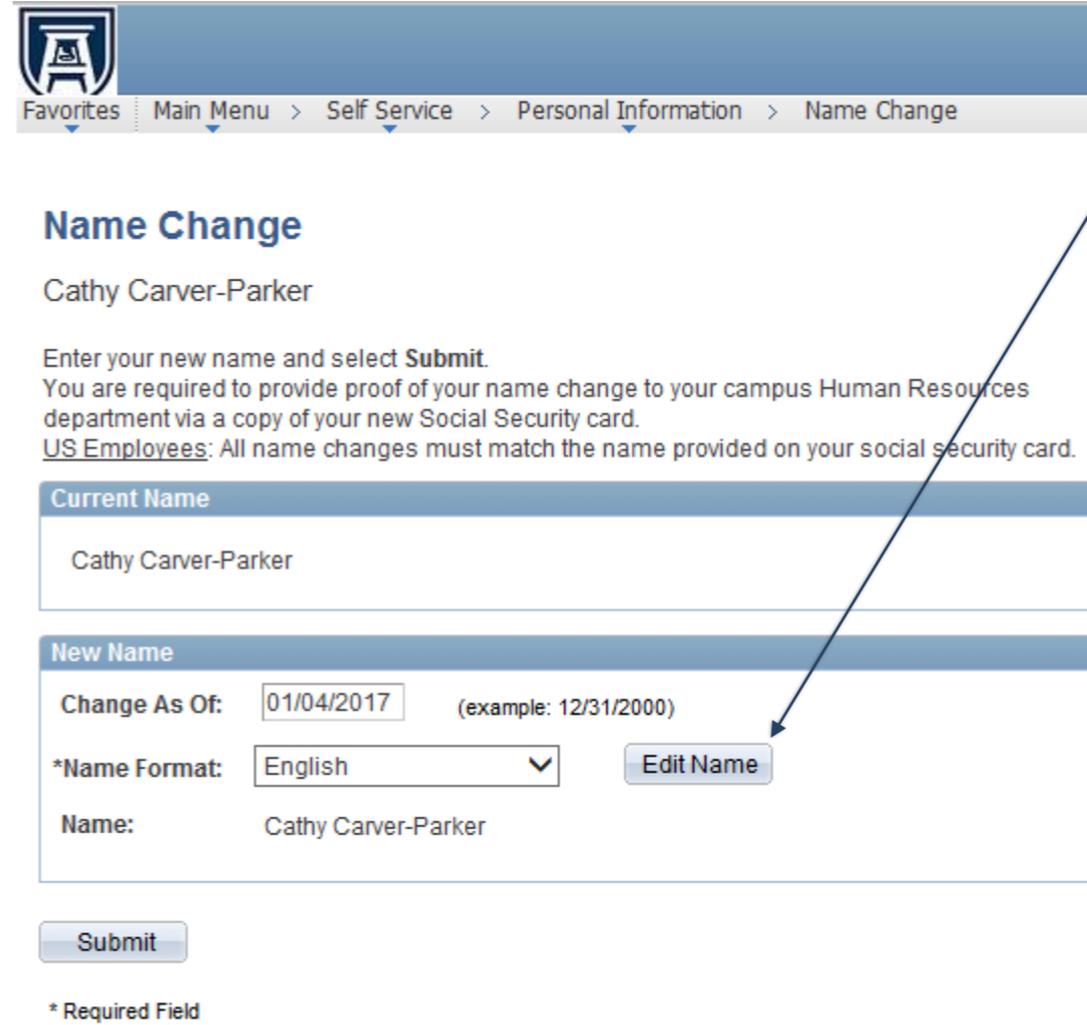
<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><b>Sign In</b></p>	<p><b>Select a Language:</b></p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr><tr><td><a href="#">UK English</a></td><td></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
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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



Select the "Edit Name" button.



 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:	<input type="text" value="01/04/2017"/> (example: 12/31/2000)
*Name Format:	<input type="text" value="English"/> <input type="button" value="Edit Name"/>
Name:	Cathy Carver-Parker

\* Required Field

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

### Edit Name

**English Name Format**

Prefix:	Mrs <input type="button" value="v"/>
First Name:	<input type="text" value="Cathy"/>
Middle Name:	<input type="text" value="Christine"/>
Last Name:	<input type="text" value="Parker"/>
Suffix:	<input type="button" value="v"/>
Display Name:	Cathy Parker
Formal Name:	Mrs Cathy Parker
Name:	Parker,Cathy Christine

Review your change for accuracy. Then select "Submit"



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

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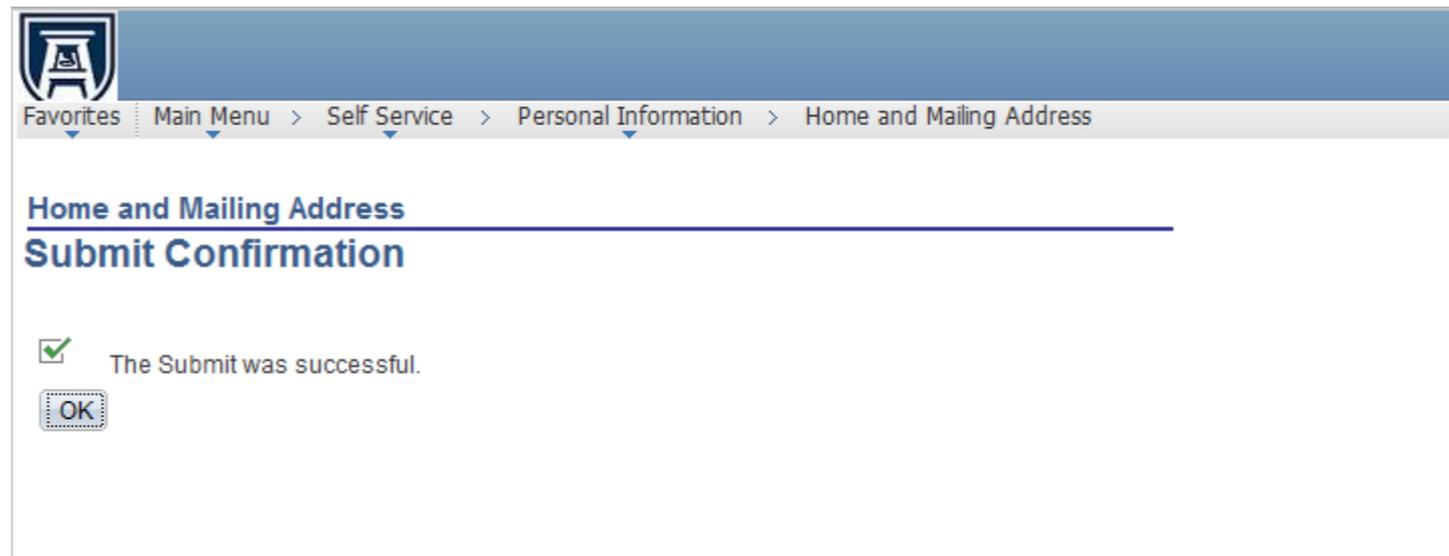
Change As Of:  (example: 12/31/2000)

\*Name Format:

Name: Cathy Parker

\* Required Field

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



The screenshot shows a web application interface. At the top left is the Augusta University logo, a shield with a stylized 'A'. To its right is a blue header bar. Below the header is a breadcrumb trail: "Favorites", "Main Menu", "Self Service", "Personal Information", and "Home and Mailing Address". The main content area has a sub-header "Home and Mailing Address" followed by "Submit Confirmation". A green checkmark icon is next to the text "The Submit was successful.". Below this is a button labeled "OK".