



NAME CHANGE PROCEDURE (HUM-P004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for changing an employee's name.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Employee announces a name change to Human Resources.
- 5.2 Human Resources staff determines if employee has obtained a new social security card:
 - 5.2.1 If employee does not have a new social security card the employee is instructed to obtain one from the Social Security Administration.
 - 5.2.2 If employee has a new social security card, master file is changed to reflect the name change.
 - 5.2.3 New social security card is scanned and attached to the employee master file.
- 5.3 HR Staff issues employee new ID Badge.
- 5.4 HR Staff corrects employee personnel file.
- 5.5 HR Staff sends an e-mail to Technology Department, Benefits, and Payroll of the name change (old name and new name) of a permanent employee for necessary changes.
- 5.6 The employee is directed to the Benefits office for necessary changes.
- 5.7 The name change is recorded on the Blue Cross/Blue Shield website.
- 5.8 Blue Cross/Blue Shield issues new Identification Cards to the employee.

6.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application for Amendment to License (copy)	Employee Master File	Indefinitely	Permanent	Secured Building



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7.0 REVISION HISTORY:

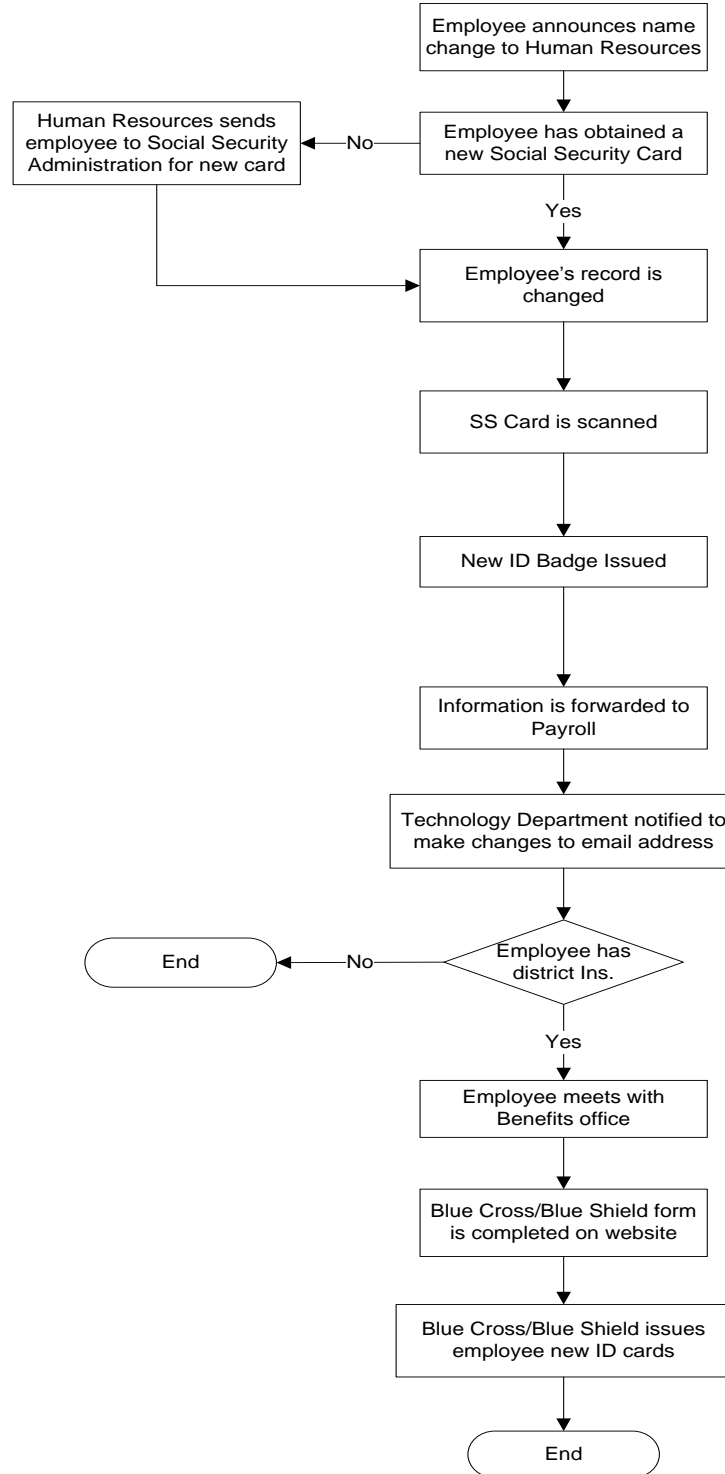
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/18/03		Initial Release
7/11/06	A	Updates to procedure and flowchart to reflect MUNIS implementation
6/25/09	B	Add new 5.6, update flowchart.
11/26/12	C	Update terminology and process.
6/12/14	D	Correct word in 5.3.1 to decree; update logo
10/30/15	E	Removed 5.3 and deleted associated documents.

8.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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*** End of procedure ***