

## Name Change Information

If your name is changed, it is important for you to contact Human Resource Services as soon as possible so that accurate employee information is maintained. \*If you contribute to the Arizona State Retirement System (ASRS) please follow the steps below. This process cannot be completed through iVisions Self Service Portal.

### **1. New Social Security Card and legal document**

Please bring your **original**, signed social security card with your new name **and** a copy of the legal document (marriage certificate/divorce decree) showing your new name to Human Resource Services. We cannot accept the receipt from the Social Security Administration or a copy of your new social security card.

In order for the Arizona State Retirement System Name/Address Change form to be processed, the name change portion needs to have a copy of the legal document (marriage certificate/divorce decree) attached to the completed form. It also requires your signature and the date at the bottom of the form. You may download the most current form directly from the ASRS Form webpage:

<http://www.azasrs.gov/web/Forms.do>

### **2. Give forms to Human Resource Services; HR 13**

Once Human Resource Services has viewed your new social security card **along with** the completed ASRS paperwork, Human Resource Services will notify those departments (benefits, payroll, and technology) that need your **new name** information. You will also be issued a new ID badge. Technology will change your email address upon receipt of the information from the HR department. The password you had originally created in email remains the same until you change it.

### **3. If you have insurance with the Employee's Benefit Trust**

The Benefits department has been informed of your new name. If you need to make **Kyrene** benefit changes due to a life event in addition to the name change, you **must** meet with Benefits to initiate the change by completing an updated benefits enrollment form. Their number is 783-4105.

\*If you do not contribute to the Arizona State Retirement System, Human Resources must still view the original, signed social security card with your new name. We will then change your name in the personnel/payroll system, and will notify the appropriate departments.

Any questions, please contact Human Resource Services at 783-4003.