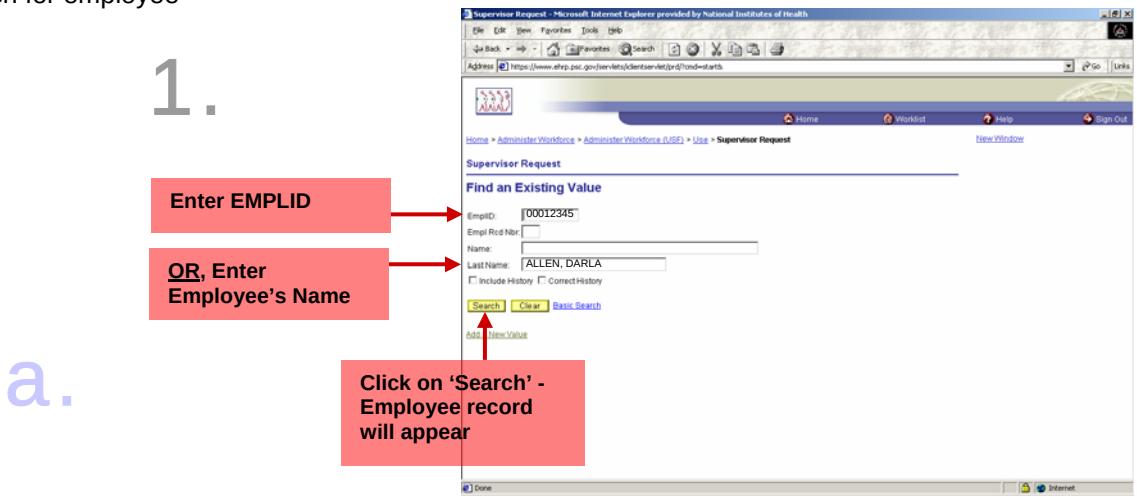
## NAME CHANGE

# Administrative / Management Office:
# *Initiating the Name Change PAR*

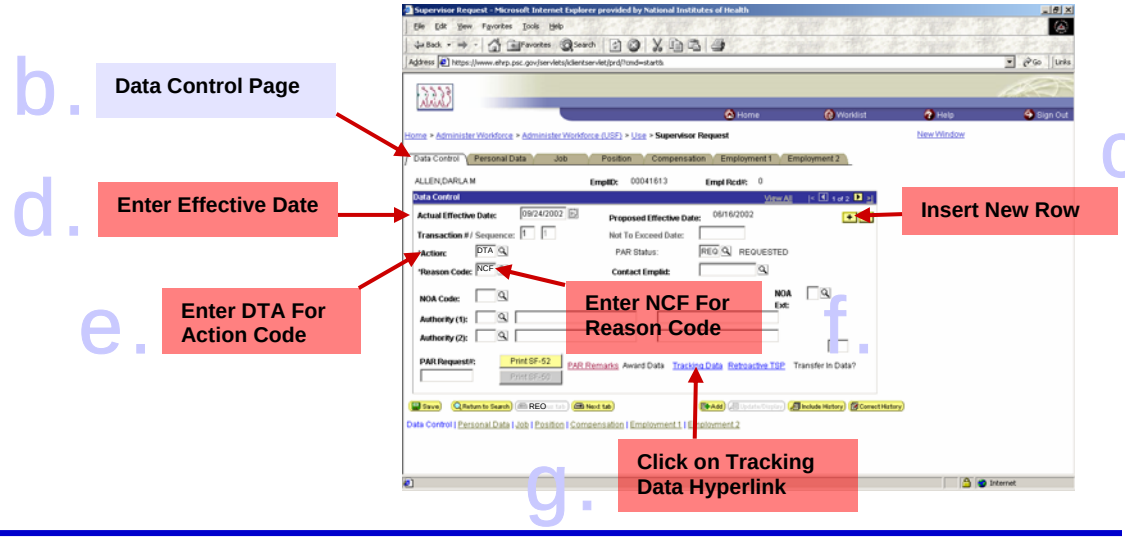
1. **Go to Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request***
   **Note: The path for this PAR action directs you to 'Supervisor Request.' The term 'Supervisor Request' means 'Initiator' (e.g., Secretary, Administrative Assistant, Administrative Officer, etc.) at the NIH.*

   a. Search for employee




   b. Make sure you are on the 'Data Control' page
   c. Insert a new row by clicking on the *plus (+)* sign
   d. Enter the Actual Effective Date
   e. Enter Action Code = DTA *
   f. Enter Reason Code = NCF *
   g. Go to the Tracking Data Hyperlink (at the bottom of the page)

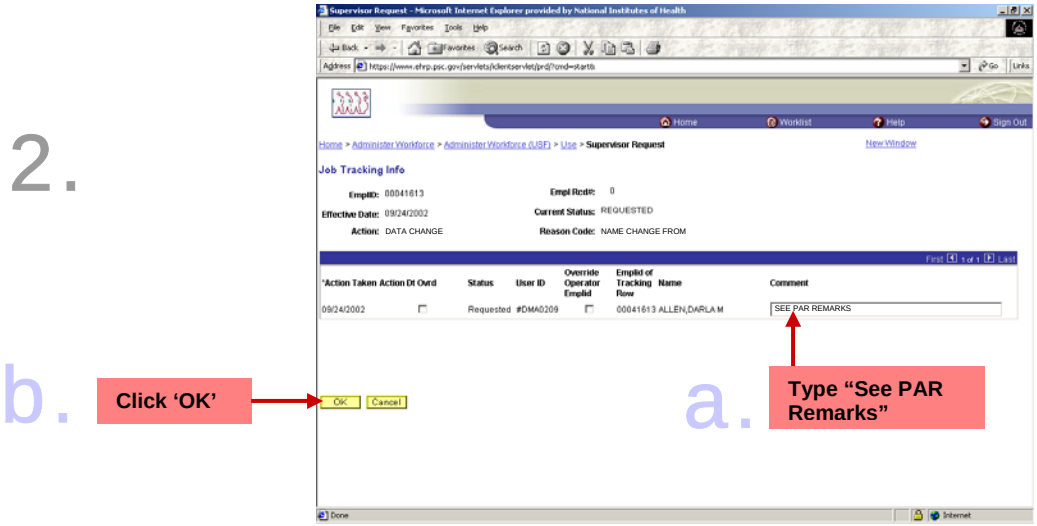
   **Helpful Hint: Using the magnifying glass to look up codes will minimize the chance of error*



## *NAME CHANGE*

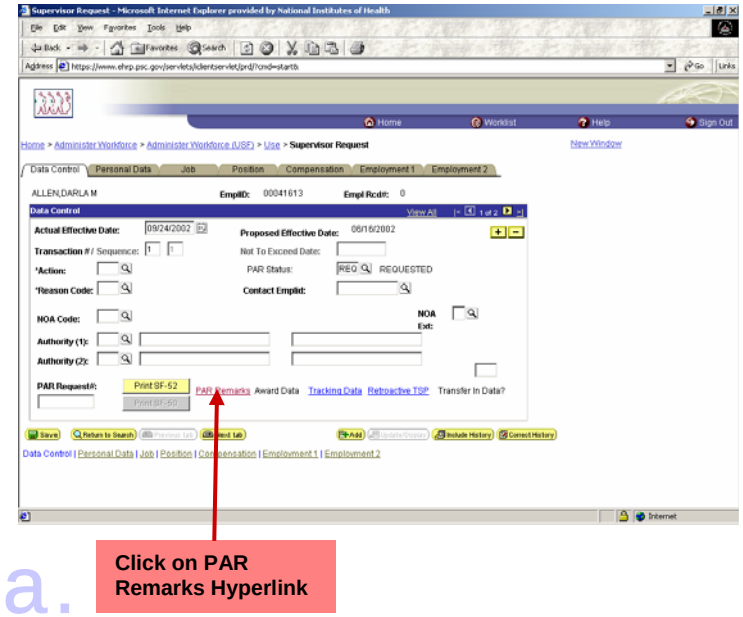
**2. On Tracking Data Page**

a. Enter "See PAR Remarks" in the Comment field
b. Click 'OK' – This will return you to the Data Control page




**3. On the Data Control tab**

a. Click on the PAR Remarks Hyperlink



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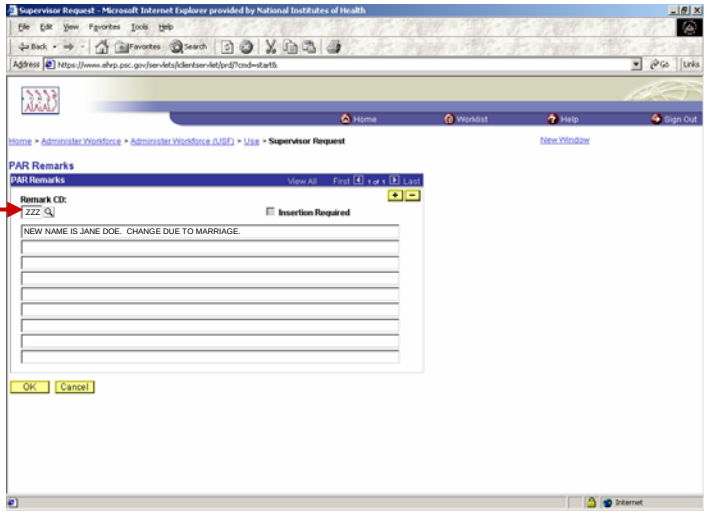
**4. In the PAR Remarks Hyperlink**

a. Enter Remark Code = 'ZZZ,' and type employee's new name and reason for change in PAR Remarks
*Example: "New Name is Jane Doe. Change due to Marriage."*

b. Click 'OK' – This will return you to the Data Control page

4.

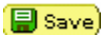
a. **Enter New Name and Reason For Change**




**5. Back on the Data Control tab**

a. Update the PAR Status

b. Click 'SAVE'



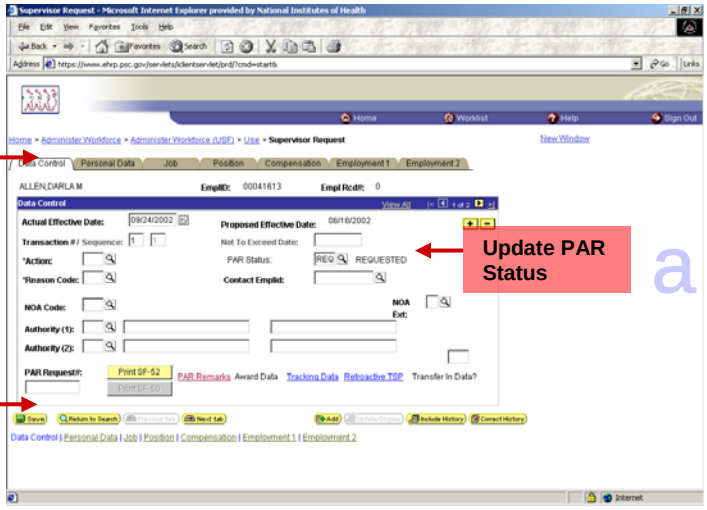

This will take you to the 'Route To' page

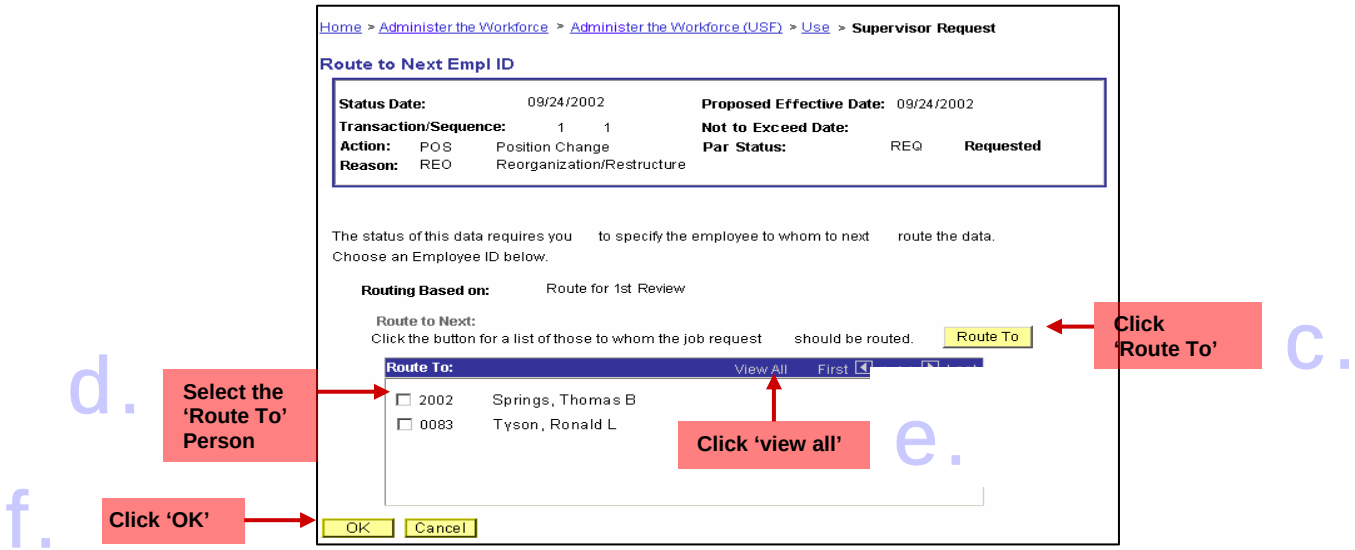
5.

**Data Control Tab**

**Update PAR Status** a.

b. **Click Save**



## *NAME CHANGE*

c. Click on 'Route To' button
d. Select the 'Route To' person
e. If all the names are not there, Click 'View All' to see additional names
f. Click 'OK'