



**Union Public Schools
Human Resources
Employee Name Change Form**

New Name Change: A request for a name change must be submitted to the Human Resources Department. You must bring your new Social Security card, or unexpired US Passport to Human Resources. Our office will update your personnel records to reflect the new name. The process may take several days for your new name to be updated in our system and email directory.

Mistakes in Your Current Name: To correct a mistake in your current name, fill out and return this form. Corrections to your current name do not require your Social Security card or Passport, as long as the correction you are making aligns with the documentation you submitted upon hire.

Address/Phone Number/Emergency Contact Update: To update your address, phone number, or emergency contact, you must visit Union Public Schools Employee Self Service (ESS). To access ESS, go to www.unionps.org and click "Careers/HR" then click "Certified Personnel" or "Support Personnel". The link to ESS is located in the "Resources" section of each page.

Employee ID: _____

I am requesting my name be: **Changed** (Bring Social Security card, or unexpired US Passport to HR) **Corrected**

New/Corrected Name: _____
(Type or Print)

Former Name: _____
(Type or Print)

Reason for change/correction: _____

Signature of Employee: _____

Date: _____

FOR H.R. USE ONLY
Notifications sent to:
Payroll
Accounting
Benefits
Substitute
I.T.