

Process: Use PA30 is used to enter a name change for the employee. The Address/Name Change form should be completed and sent to Human Resources for the employee's permanent records.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Has the employee completed the Address/Name Change form?

Yes

Has the employee provided a Social Security Card with the new name?

Yes

Enter the transaction code

PA30

MAINTAIN HR MASTER DATA

Person ID

Enter the employee's Person ID or use the Possible Entries icon  to search

Press Enter to populate the fields

Select **Personal Data (0002)** by clicking on the selection button on the left of the action



Choosing the **Copy** icon will copy the current personal data information into the "new" record; only the name fields need to be changed, such as Last Name, First Name, Middle Name, etc.

Click on the **Copy** icon

 Copy

PERSONAL DATA (0002)

Start

Enter the date the name change takes effect

Title

Enter the employee's title, such as Mr., Mrs., etc., if provided

Last Name

Enter the employee's last name, if needed

First Name

Enter the employee's first name, if needed

Middle Name

Enter the employee's middle name, if needed

Suffix

Enter the employee's suffix, such as Jr., Sr., I, II, etc., if needed

Click on the Save icon



The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>