



Changing Your Legal Name

This document contains instructions in the following areas for changing your legal name:

- Overview
- Changing Your Name Within Workday
- Completing an I-9 Reverification
- Submitting Proof of Your Name Change to Human Resources



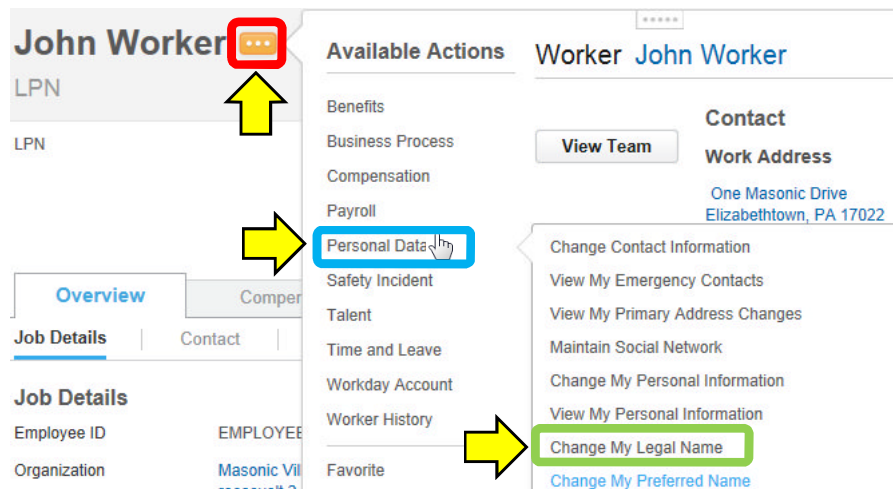
Overview

If your legal name changes (first, middle, or last) you will need to update it in Workday to keep your personal information up to date at Masonic Villages. The first part of the process is done within Workday with the second part of the process requiring you to show proof of the legal name change in person at your local Human Resources office.

There are many means to get to where you can change your legal name. Two methods will be shown in these instructions: using the Related Actions off of your Workday Profile screen and using the Workday Landing Page.

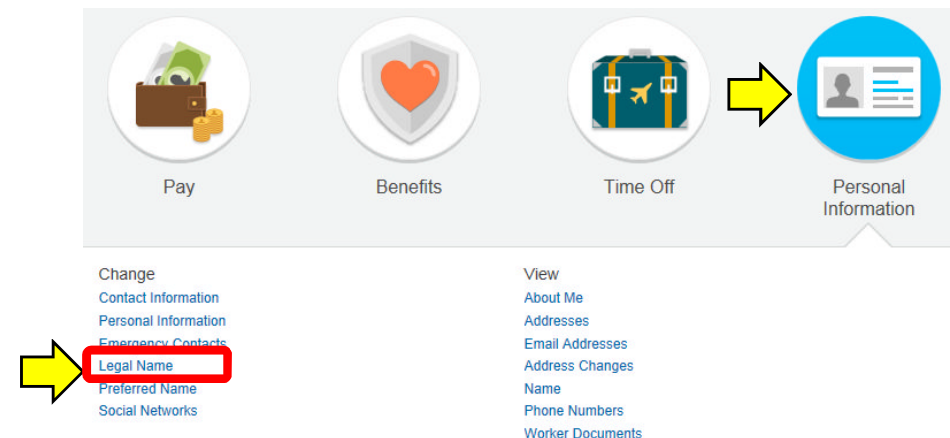
Workday Profile Screen

Select the **related actions icon** -> **Personal Data**
-> **Change My Legal Name**



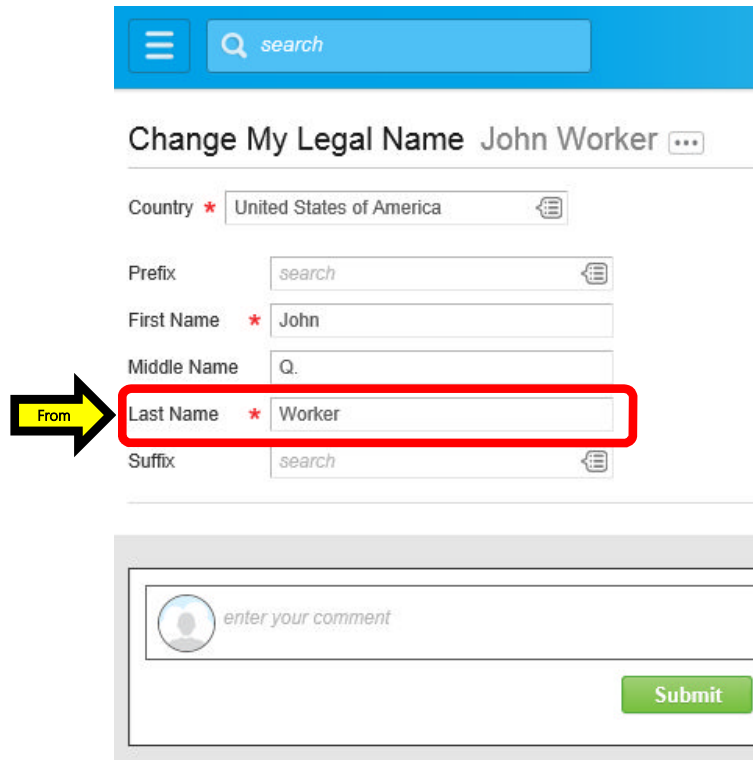
Workday Landing Page

Click the Personal Information Worklet -> Change -> **Legal Name**



Changing Your Name Within Workday

1. The Change My Legal Name screen will appear. Make the necessary changes in the fields provided (in this example John is changing his **last name from Worker to Employee**), enter a comment if desired, and then click Submit



Completing an I-9 Reverification

1. The following screen will appear alerting you that you need to complete an I-9 reverification. Click the **To Do** button.

You have submitted **Legal Name Change: John Worker** ...



Up Next



John Worker

I-9 Reverification and Proof of Name Change

Due Date 08/21/2014

To Do

Do Another

[Change My Legal Name](#)

Details and Process

Done

2. The Complete To Do I-9 Reverification and Proof of Name Change screen will appear. Click Complete I-9 Document Reverification.

Complete To Do I-9 Reverification and Proof of Name Change ...

For John Worker

Overall Process Legal Name Change: John Worker

Overall Status In Progress

Due Date 08/23/2014

Instructions **You must complete a new I-9 form to finalize your legal name change request. Click the link below to initiate the I-9 Re-verification process.**
Upon completing the form you will be prompted to submit a copy of your new Social Security card to the Human Resources department as proof of your legal name change.

[Complete Form I-9 Document Reverification](#)

Comment

Submit

Save for Later

Cancel



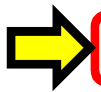
Completing an I-9 Reverification

3. The Complete Form I-9 Document Reverification screen will appear. Your name should be pre-populated. Click OK.

Complete Form I-9 Document Reverification

Worker

 John Worker 



OK

Cancel



Completing an I-9 Reverification

Complete Form I-9 Document Reverification

For John Worker
Effective Date 08/19/2014
Note This Form I-9 was initiated as an expiring document reverification.

Employment Eligibility Verification

Department of Homeland Security, U.S. Citizenship and Immigration Services

>START HERE. Download and read the Form I-9 and its instructions before completing this form. [Form I-9 Instructions](#)

The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE:

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name * Employee First Name * John Middle Initial Q Other Names Used (if any) N/A ☐
Address * 3 Over There Street Apt. Number City or Town * Elizabethtown State * PA Zip Code * 17022
Date of Birth * 03/23/1972 Social Security Number 333-25-6814 Email Address Johnqworker85@gmail.com Telephone Number +1 (717) 867-5309

I attest, under penalty of perjury, that I am (check one of the following):

- ☒ A citizen of the United States
☐ A noncitizen national of the United States (See instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number):
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) N/A ☐

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:
OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: N/A ☐

Country of Issuance: (empty)

By checking the I Agree check box, I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I Agree ☒ 08/19/2014

Preparer and/or Translator Certification

To be completed and signed if Section 1 is prepared by a person other than the employee.

Last Name First Name
Address City State Zip Code

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

I Agree ☐

4. The Form I-9 screen will appear. Complete all required fields. Place a check mark in the **I Agree checkbox**. Enter a comment, if you wish, and then click **Submit**.



Completing an I-9 Reverification

5. The following screen will appear indicating you have submitted the Form I-9. Click Done.

You have submitted [Complete Form I-9: John Worker](#) ...

Do Another

[Complete Form I-9 Document
Reverification](#)

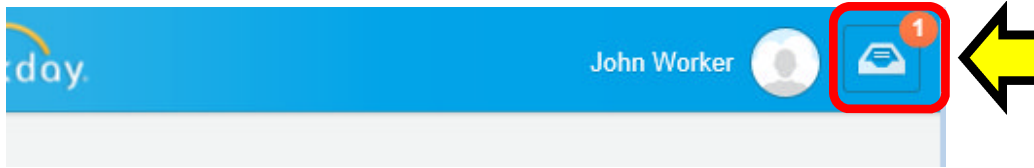
[Complete I-9 Form](#)

Details and Process



Submitting Proof of Your Name Change to Human Resources

1. You will have a notification appear in your Workday inbox. Click the Inbox icon.



2. There will be a Provide I-9 Supporting Documentation to Human Resources action awaiting you. Read the screen carefully and make plans to promptly take your Social Security Card to your local Human Resources office. Click **Submit** to route the process to a member of the Human Resources team who will verify the change and complete the rest of the process within Workday once you present proof of the name change.

