

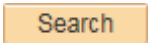
Use this task to update an employee's additional name information: former, preferred or professional.

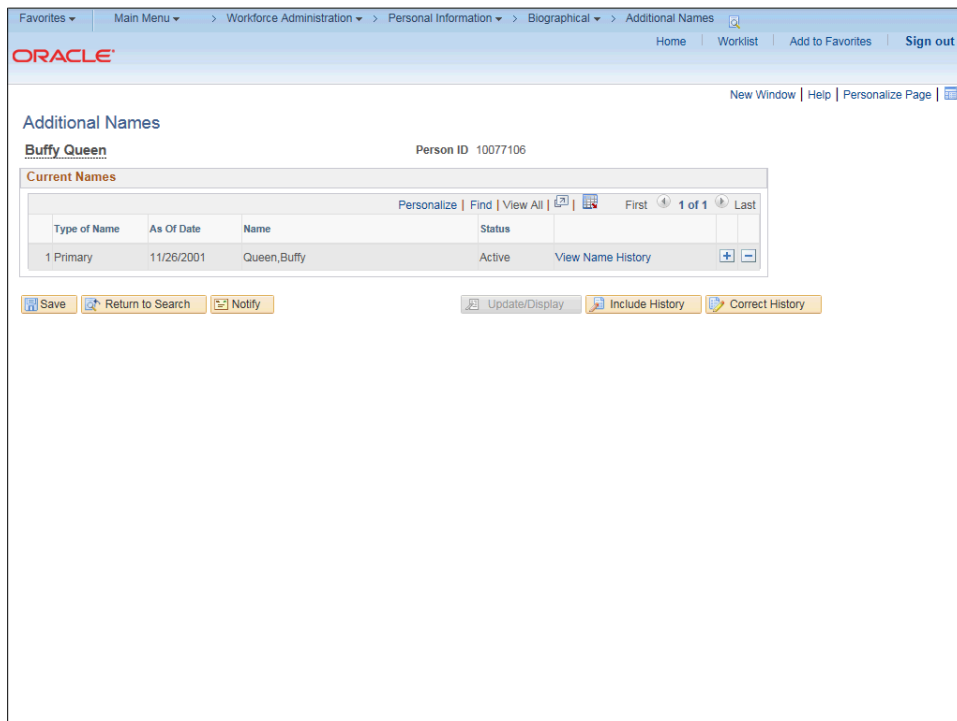
**Navigation:** PeopleSoft Menu > Workforce Administration > Personal Information > Biographical > **Additional Names**


**Note:** This page also may be available in **Workcenter** depending on your security access.

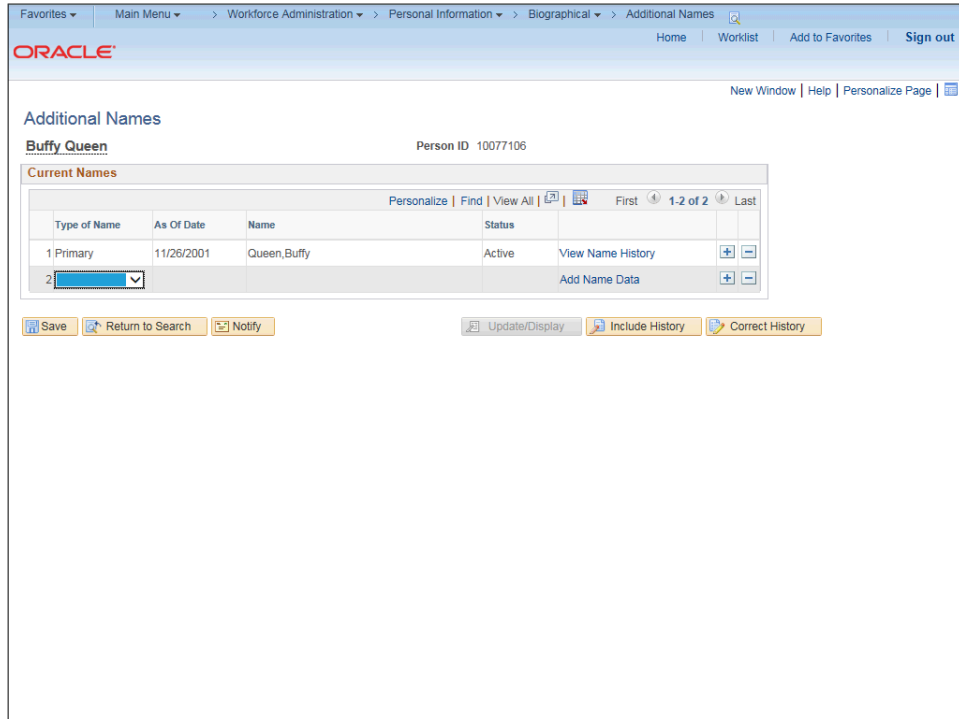
Step	Action
1.	<p>After you navigate to the <b>Additional Names</b> component, the system displays the <b>Find an Existing Value</b> tab, which you use to search for the appropriate employee record.</p> <p>Enter search criteria in one or more of the search fields on this page.</p>




Step	Action
2.	<p>Click in the <b>Empl ID</b> field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
3.	<p>Enter the desired information into the <b>Empl ID</b> field.</p>

Step	Action
4.	Click the <b>Search</b> button. 
5.	The <b>Additional Names</b> page appears. In this example, the employee only has a primary name listed.  You can insert an additional row to specify another name type: <b>Former</b> , <b>Preferred</b> or <b>Professional</b> .



Step	Action
6.	Click the <b>Add a new row</b> button. 



Step	Action
7.	Click the button to the right of the <b>Type of Name</b> field. 
8.	Select the appropriate <b>Type of Name</b> . For this example, click the <b>Professional</b> list item. 
9.	Click the <b>Add Name Data</b> link. 
10.	The system displays the <b>Name History</b> page for the selected name type.  You can maintain a separate history for each name type using effective dates. In this example, there is no existing information for the selected name type so you must enter the data.
11.	The effective date defaults to the system date (today's date), but you can update it as necessary.
12.	The <b>Status</b> field defaults to <b>Active</b> . If you are entering new data, accept the default value.  If you are updating existing name type data to indicate it is no longer active, select the <b>Inactive</b> option.  For this example, accept the default value.

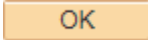
Step	Action
13.	Accept the default <b>Name Format</b> of <b>English</b> , unless you must enter a format for a different language.

The screenshot shows the Oracle UCPATH PILOT interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Workforce Administration > Personal Information > Biographical > Additional Names. The Oracle logo is on the left, and 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are on the right. Below the breadcrumb, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'Name History'. Inside this area, there is a sub-dialog box titled 'Name History'. This sub-dialog has a 'Type of Name' dropdown set to 'Professional'. Below that is a 'Name' field with a 'Find' button and 'First' and 'Last' navigation arrows. The 'Effective Date' is set to '08/09/2017' and '\*Status' is set to 'Active'. There is an 'Edit Name' link next to the name field. At the bottom of the sub-dialog, '\*Name Format' is set to 'English'. There are 'OK' and 'Cancel' buttons at the bottom of the sub-dialog.

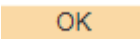
Step	Action
14.	Click the <b>Edit Name</b> link. <a href="#">Edit Name</a>
15.	The system displays the <b>Name</b> page and corresponding fields for the selected language (English in this example).  Enter the appropriate name information, including prefix, first name, middle name, last name and suffix.
16.	If applicable, select the appropriate prefix from the drop-down list.

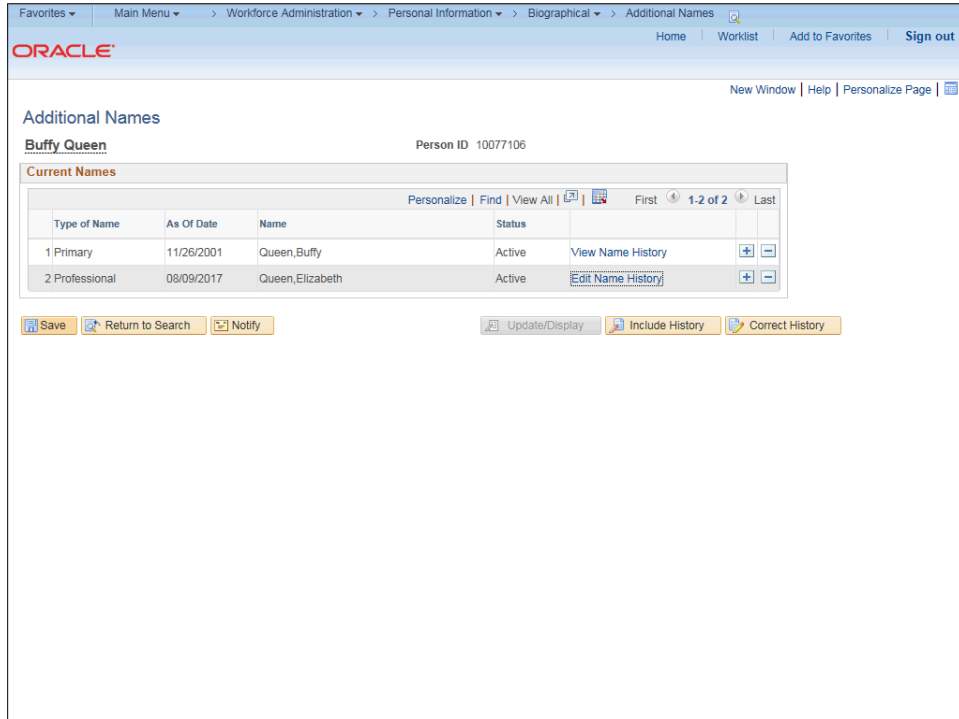
Step	Action
17.	Click in the <b>First Name</b> field. <input type="text"/>
18.	Enter the desired information into the <b>First Name</b> field.
19.	You can enter a middle name, if known. In this example, the employee did not specify a middle name.
20.	Click in the <b>Last Name</b> field. <input type="text"/>
21.	Enter the desired information into the <b>Last Name</b> field.
22.	If applicable, select the appropriate suffix from the drop-down list.
23.	Click the <b>Refresh Name</b> button. <input type="button" value="Refresh Name"/>
24.	The system updates the name details. Verify the name data you entered above is correct.  If necessary, make corrections and click the <b>Refresh Name</b> button again.

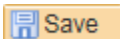
Oracle UCPATH PILOT interface showing the 'English Name Format' dialog box. The dialog includes fields for Prefix, First Name (Elizabeth), Middle Name, Last Name (Queen), and Suffix. It also displays the resulting Display Name (Elizabeth Queen), Formal Name (Elizabeth Queen), and Name (Queen, Elizabeth). A 'Refresh Name' button is at the bottom of the dialog, along with 'OK' and 'Cancel' buttons.

Step	Action
25.	Click the <b>OK</b> button to return to the <b>Name History</b> page. 

Oracle UCPATH PILOT interface showing the 'Name History' page. The page displays a table with one entry for a 'Professional' name. The entry details include: Name (Queen, Elizabeth), Effective Date (08/09/2017), Status (Active), and Name Format (English). There are 'OK' and 'Cancel' buttons at the bottom.

Step	Action
26.	Click the <b>OK</b> button to return to the <b>Additional Names</b> page. 
27.	The system displays the additional name data on a separate row in the <b>Current Names</b> section.



Step	Action
28.	Click the <b>Save</b> button. 
29.	You have updated personal information - additional names. <b>End of Procedure.</b>