

Setting a Chosen Name User Guide

How to Set a Chosen Name for Use in Rutgers Systems

For a list of FAQs and standards for the acceptable formats of a Chosen Name, please visit <u>https://uhr.rutgers.edu/worklife-balance/submitting-chosen-name</u>

Setting A Chosen Name

Rutgers recognizes that members of our community use names other than their legal names. The university seeks to promote the comfort and safety of students, staff or faculty members who wish to be identified by a name other than their legal name by instituting a chosen name procedure. Employees can determine the chosen name that they wish to be known by. University business and systems require the use of your legal last name. Accordingly, the chosen name procedure is limited to first name only. Rutgers reserves the right to remove a name that is vulgar or offensive, obscene, contains profanity, discriminatory language, or sexually suggestive words, or creates confusion with another person.

Employees may submit a chosen name by following the steps outlined below:

- 1. Log into the <u>MyRutgers Portal</u> with your NetID and password.
- 2. Select the "Employee Self Service" Tab.

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My Dashboard	My Apos	Welcome	Everyday	Cornerstone	Employee Self Service	Employee Resources	Campus Life	Technology	News	Career Services	R Add Tab							
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3. Select "Update Chosen Name" which is located under Personal Information on the left menu.

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Employee Self Service	
Payroll and Compensation	Rutgers Employee Self Service
View VV:2 View VV:2 View V-2 View Paycheck Direct Deposit / Pay Card Set-Up Pay Card Enrollment View Card Enrollment	Security Note: Please make sure to logout from myRutgers to end your portal and Employee Self Service sessions.
volumiary Ueducions Compensation History Eederal W-4 Tax Information NJ State-W4 Tax Information Benefits	FOR NEW EMPLOYEES: New employees must complete a W-4 for tax filing status. Failure to complete the W-4 for Federal and State Tax will result in the tax filing status to default to the Tax
Health Care Dependent Summary Benefits Summary Absence Balances and Details	
KJESL - Employee NJ Fairned Sick Leave for Class 4 Causal/Temporary or Seasonal Employee and Class 5 Student Workers	Keep the Personal Information Updated (Posted on October 6, 2017)
Personal Information Personal Information Update Chosen Name Home and manning Address	Be sure to keep your Personal information updated in Employee Self-Service Review and update your home mailing address, phone numbers and emergency contact information. Confirm or update ethnicity and gender information used by University Human Resources to satisfy reporting and recruitment required by State and federal employment equity and affirmative action laws and regulations.

4. Click on "Manage Chosen Name" tab at the top of the screen

Jennifer Do	be			
o Update you lick on the Ch	r chosen name, p Iosen name tab.	lease go to <u>Manage Chos</u>	<u>en Name</u> . Once you a	are on the screen,
Changes made out they are im	via this link take mediately display	up to 24 hours to proces yed in the online directory	s before they are refl /.	ected in self-service
Changes made out they are im Current Names	e via this link take mediately display	up to 24 hours to proces yed in the online directory	s before they are refl /.	ected in self-service
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Changes made out they are im Current Names Type of Name Primary	As Of Date	ved in the online directory Name Doe, Jennifer	s before they are refl v. Status Active	ected in self-service

- 5. On the bottom of the screen, you can make the desired updates.
- 6. Once complete, click on the "SUBMIT" button.
- 7. You will receive a confirmation green box stating you have successfully updated your chosen name or an Error box indicating what is wrong and to make the corrections.

Please note, the university directory will be updated once you click automatically but changes to other systems will take 24-48 hours to take effect.

RUTGERS Personal Cor	ntact Information					
	Emergency Contacts and Notification	Address Update	Directory Listing	Chosen Name	ORCID	FAQ
In case of a personal emergency						
Rutgers University employees should update their emergency contact information as	follows:					
Please go to HR Employee Self-service.						
In case of a Rutgers Emergency (Required fields are marked with *)						
Emergency Notification System (ENS) is used at Rutgers University to send emerge	ency text messages to your mobile phone	during emergency s	ituations as deemed	d by Public Safety a	nd to reset	: a forgotten NetID p

RUTGERS	Personal Contact Information				
	Emergency Contacts and Notification	Address Update	Directory Listing	Chosen Name	ORC
pdate your chosen name					
Submitting a "Chosen Name" will replace your Legal First N directory, along with displaying your Legal Name or Chosen	Name in the University Search directory and most systems, exce Name (if one was submitted).	ot those systems th	at require the use of	Legal First Name.	Submi
Although employees/Students are generally free to determin you truly use to identify yourself. The university will not acc	ne the names they wish to be known by, inappropriate use of th teot a chosen first name that is vulaar or offensive, obscene, fan	e name change proc ciful, contains profa	ess (including but n nity, discriminatory	ot limited to avoidi language, or sexua	ing a le allv sug
Rutgers University recognizes that members of the university chosen/preferred name procedure. For more information click	community use names other than their legal names. The univers here.	ity seeks to promot	e the comfort and sa	fety of students, s	taff or
Your Legal Name Maxwell. Daisy					
Chosen First Name ?	_				
SOBWIT					

8. Once you click on **SUBMIT** the box below will appear if you save it successfully. Or a red box will appear with an error message. Read the message and make the fix on your chosen name to fit the criteria provided.

SUCCESS: Your request to change chosen name has been successfully submitted.

ERROR: Your changes have not been saved! Please fix the following errors and resubmit.

- The chosen name is limited to at least one alphabetical character (A-Z or a-z) and can include the following special characters: apostrophe, hyphen, and periods.
- 9. Make sure you log out of "Personal Contact Information" page and logout of myRutgers portal.

