

Updating Your Last Name Process

1. If you have the need to change your last name, you will want to contact HR to start this process. You are able to contact your HR Business Partner or anyone else in HR to get this started.
2. For HR to change your name we will have to have a copy of your updated Social Security Card with your new last name.
3. Once we have this information, we will update the last name in UltiPro and contact the HelpDesk via ServiceNow to get your email address updated.
4. The HelpDesk will then work out a time with you in order to get your email and system updated to reflect the new last name.