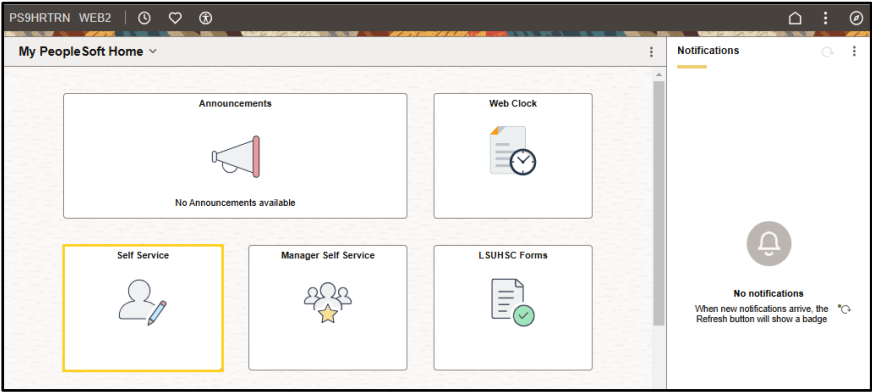


Create a Personal Data Change

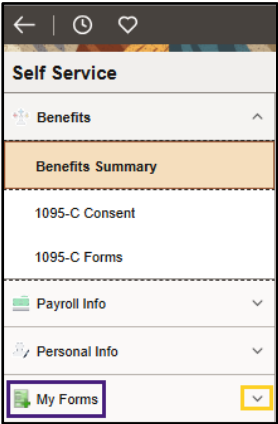
Active LSUNO employees with access to **Self Service** will now be able to make **Personal Data Changes** electronically. A *department designee* will also be able to *initiate personal data changes* if requested by the *employee*. The following changes may be initiated:

- Primary/Legal Name
- Marital Status
- Phone/Email (including work phone number)
- Home Address: Yes for **LSUNO**; No for LSUHS
- Mailing Address: Yes for **LSUHS**; No for LSUNO

1. From the **My PeopleSoft Home** page, click the **Self Service** tile.

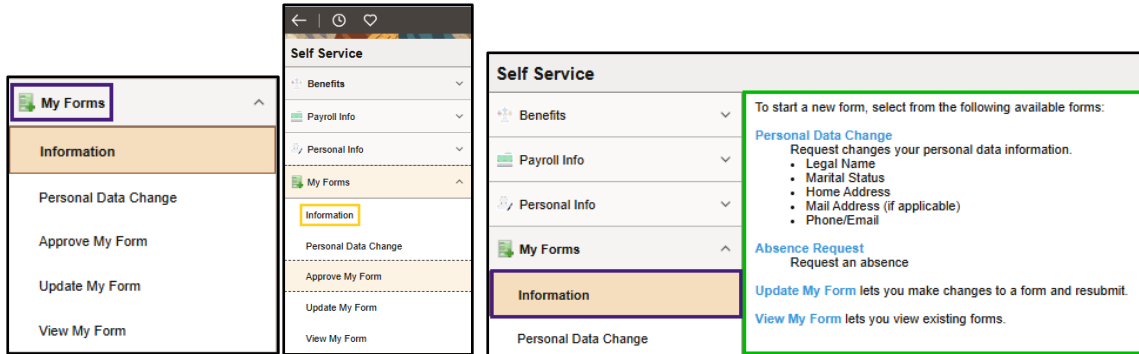


2. Click the drop-down arrow for the **My Forms** option.



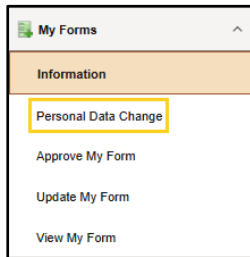
Job Aid

- The **My Forms** function has five (5) tasks from which the user can select. Users may select one or more of the options listed in **My Forms**. Begin by clicking the **Information** option.



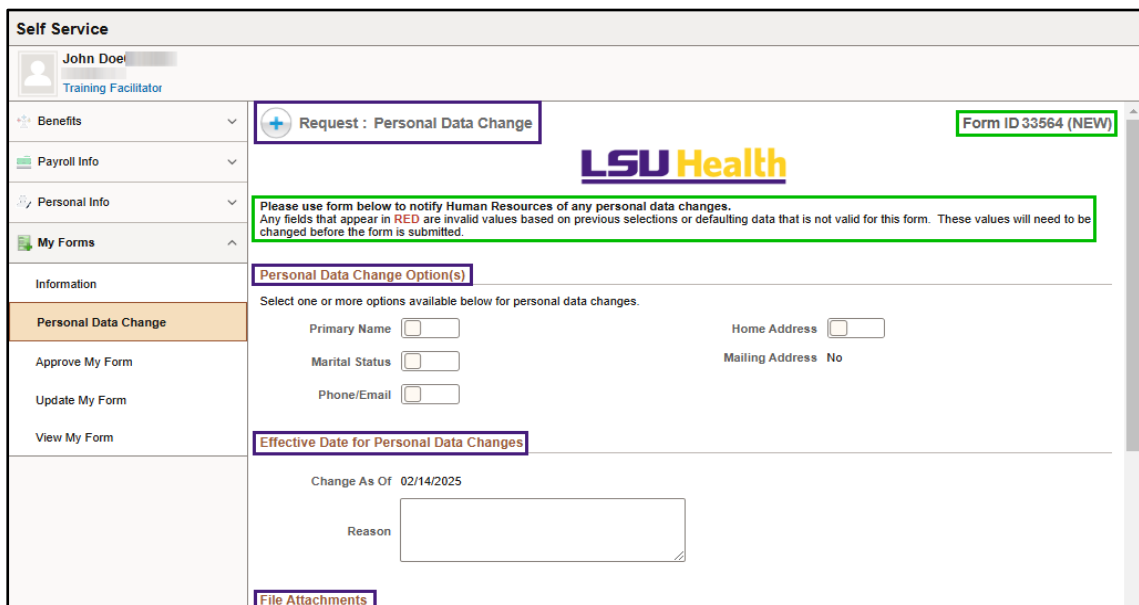
The **Information** option conveys to the user which task to select in order to *start a new form (Personal Data Change)*, *view an existing form (View My Form)*, and/or *make changes to an existing form (Update My Form)* for resubmission. Users may not select tasks from **Information** panel.

- Click the **Personal Data Change** option to start a new form.



When the new form displays, across the top you will see:

- On the upper left side, the **form name**;
- On the upper right side, the **form number** assigned by the system with a **status** of **NEW**; and
- Additional instructions to the user regarding the form.



- Users indicate a field will be changed by clicking the **checkbox** to the right of the task option. When an item is *checked*, an *additional section will open* for the necessary changes to be added.

Click the **Primary Name** and **Marital Status** options.

NOTE: *LSUNO and LSUHS allow different types of addresses to be changed on the Personal Data Change form. LSUNO allows the Home Address to be changed, but the Mailing Address cannot be changed. LSUHS allows the Mailing Address to be changed, but the Home Address cannot be changed.*

- Change As Of** date defaults to the *current date* and is *display only*. You may enter a reason for the change into the **Reason** field.

Enter **“Got married and changed my name to Jane Doe Smith.”**

- When making changes to a **Primary Name**, the name entered **must** match **exactly** to what is indicated on the person’s *Social Security Card*. Thus, a copy of the *new Social Security Card* is **required** for name changes.

Enter **“Jane D Smith”** for the new **Primary Name**.

Job Aid

Effective Date for Personal Data Changes

Change As Of 02/14/2025

Reason: Got married and changed my name to Jane Doe Smith

Name Changes

The name entered must match exactly what is indicated on your Social Security card. Social Security card is the only documentation that will be accepted and must be attached to this form.

Current Name John Doe0114881

*First Name Prefix

Middle Name Suffix

*Last Name

Enter for Primary Name:

First Name: Jane
Middle Name: Doe
Last Name: Smith
Prefix: Mrs.

8. Click the *drop-down button* for **Marital Status** and select **Married**.

Enter **12/30/2024** for **Marital Date**.

Name Changes

The name entered must match exactly what is indicated on your Social Security card. Social Security card is the only documentation that will be accepted and must be attached to this form.

Current Name John Doe

*First Name Prefix

Middle Name Suffix

*Last Name

Marital Status Change

Current Marital Status Single

*Marital Status Marital Status Date

9. If a copy of a Social Security Card is not submitted for the name change, a warning message will appear and you will not be able to submit the data change:

An attachment with the description Social Security Card is required for this form. (24842,41)

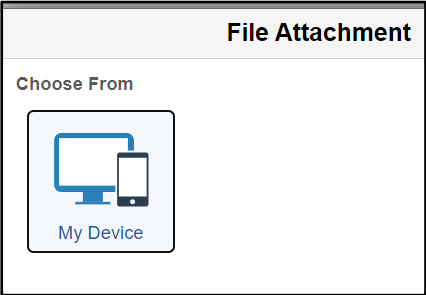
OK

Attachment Required	Upload	Description	Instructions	Name	Delete
1	<input type="button" value="Upload"/>	Social Security Card	A name change requires that an updated Social Security Card is attached.		<input type="button" value="Delete"/>

To add a new Social Security Card, click **Upload**

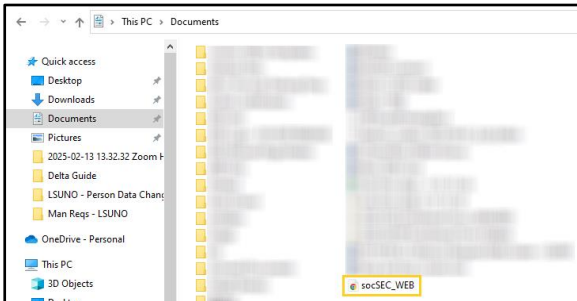
<input type="button" value="Upload"/>	Social Security Card
<input type="button" value="Upload"/>	

Choose From **My Device**,

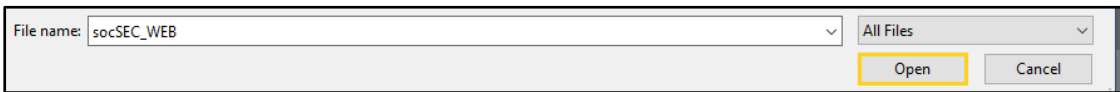


Job Aid

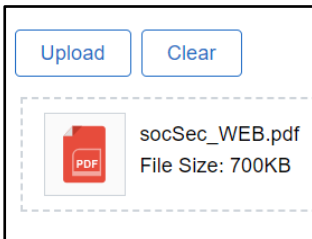
Select desired **File**.
Select **socSEC_WEB.pdf**.



Click **Open**



Click **Upload**

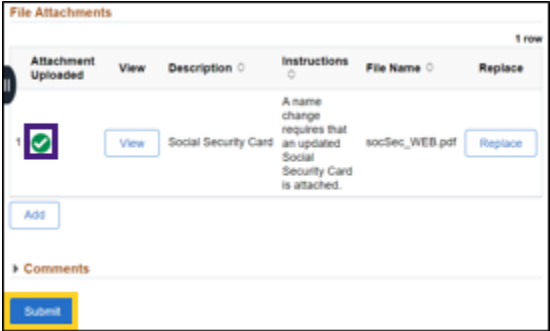


When the upload completes, click **Done**.

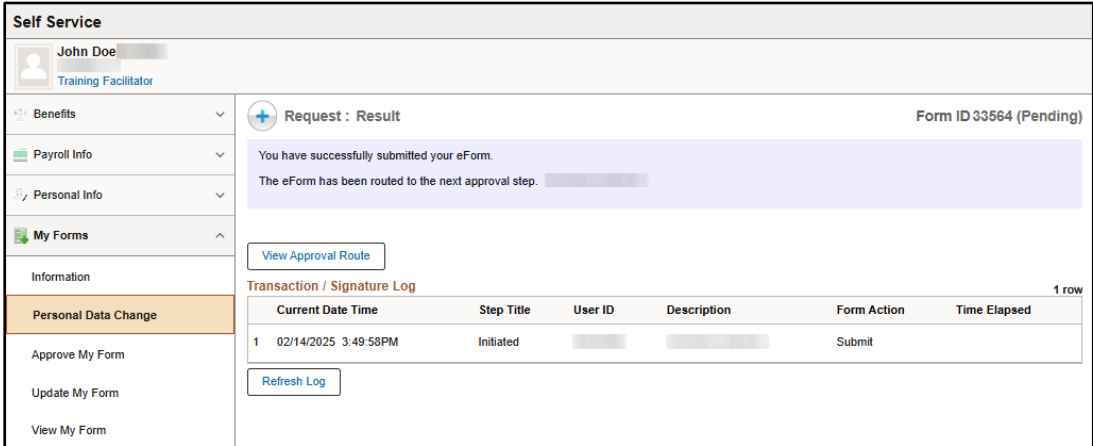


10. A green check mark under ‘Attachment Uploaded’ will appear,

Click *Submit*.



11. A confirmation message displays stating your form has been **submitted** and routed to the next step for approval.



12. All forms are routed to the *Office of Human Resource Management* for review/approval. If you have any questions, you can email nohrm@lsuhsc.edu.

Additional Information

Address Changes Information

The system will automatically check the address entered for validity when you have completed data entry and clicked the Submit button. An **invalid address** will produce an **error message** stating the address could not be verified.

Address suggestions and a '**Skip Verification**' button will display below the Postal field if the invalid address message is received. If you are certain the address entered is correct, click the toggle for the Skip Verification button to turn display from '**No**' to '**Yes**'.

NOTE: If the Mailing Address currently exists for the specified employee, it will automatically sync with the Home Address when changes are saved.

NOTE: When an International address is entered, it does NOT trigger Address Verification so it will be used as entered.

Phone Number Changes Information

Phone numbers are auto formatted and require validation similar to Address validation. If the phone number is **incorrect**, you will receive an error message after clicking **Submit**.

Workflow Processing

NOTE: You can only have one change request in the queue at a time. A new change request cannot be added until the original form is approved. You can, however, update the original form prior to the form being approved.

The system will prevent you from adding a personal data change if a pending request exists. You will receive a message asking if you wish to update the existing request or wait for the existing form to be approved.

An email will be sent to the user stating the data change has been successfully submitted. An email will also be sent to Human Resources for approval.

Once changes are approved by Human Resources, the system will automatically route the changes to Benefits so appropriate changes can be made.

NOTE: The form is not tied to Payroll or Tax Filing Status. The system will not route data change information for these functions.