

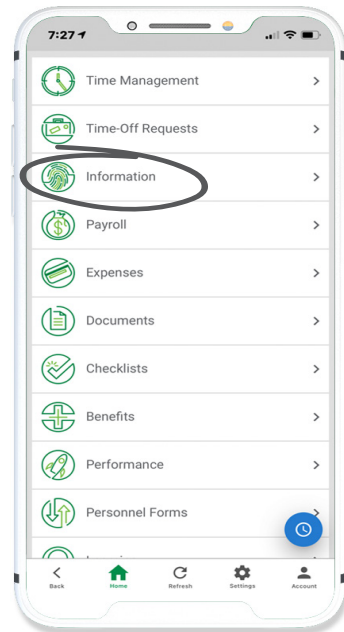
SHOW ME HOW

to Add a Preferred Name
Information



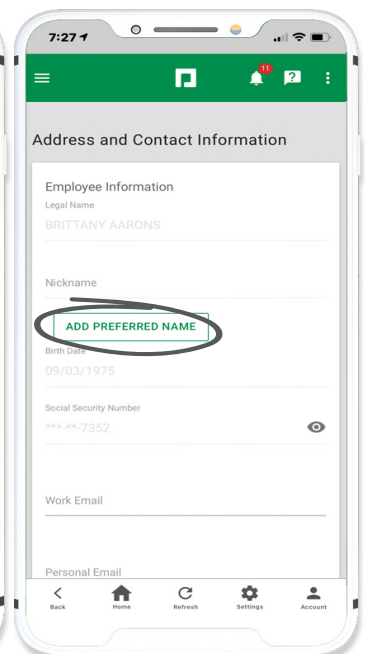
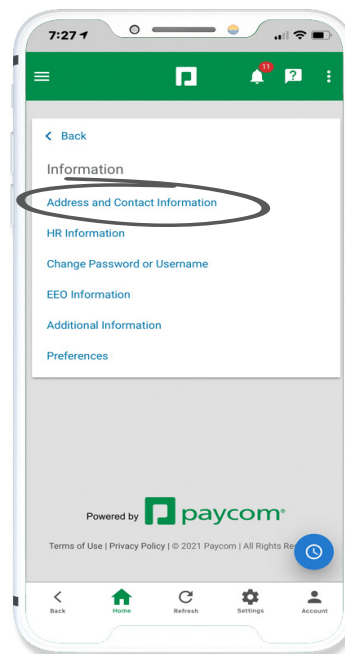
STEP 1

From Employee Self-Service®, tap
"Information."



STEP 2

Tap "Address and Contact
Information." Then, tap "Add
Preferred Name."



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



SHOW ME HOW

to Add a Preferred Name
Information

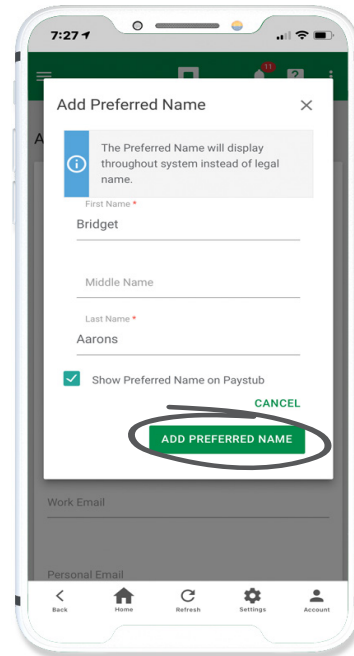


STEP 3

Then, enter your name and tap
"Add Preferred Name."

*Tap the check box for your
preferred name to appear on
paystubs.*

*Certain documentation, such as
Forms W-2, W-4, I-9 and Benefits
documents, will continue to use
your legal name.*



EMPLOYEES

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