View Legal Name for an Employee

Use this procedure to view Legal Name and Name Change History for an employee (or retiree).

Note that Agency Benefits Coordinators and Agency Benefits Liaisons can only view legal names and name change history for their employees. The Employee Benefits Division can view legal names and name change history for all employees and retirees.

Procedure:

1. Enter the employee name or W number in the **Search** field.

2. Click the **search** icon.

Search Results

3. In the search results, click the employee name hyperlink.

View Worker

4. On the worker profile, click the **Personal** tab.

View Worker

5. Click the **Names** Names sub-tab.

View Worker

6. View the employee's **Legal Name** and **Name Change History** on the **Names** Names sub-tab.

> **Information**: The preferred name is also displayed on this page. The preferred name is not used on legal documents.
>
> The legal name must match what is on the employee's social security card.

7. The System Task is complete.