Overview: This guide provides instruction on updating the names of employees and persons (POIs).

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

**Note:** The screen shots used in this guide may not be representative of your access.

1. **Navigate to the Modify a Person page**
   - Workforce Administration
   - Personal Information
   - Modify a Person

2. **Personal Information search page displays**
   - Enter one or more of the search fields
   - Click **Search**

   **Personal Information**
   Enter any information you have and click Search. Leave fields blank for a list of all values.
   - **Find an Existing Value**
   - **Add a New Value**
   - **EmpID:** begins with **222213**
   - **Name:**
   - **Last Name:**
   - **Alternate Character Name:**
   - **Include History**
   - **Correct History**
   - **Search**
   - **Clear**
   - **Basic Search**
   - **Save Search Criteria**
   - **Find an Existing Value** | **Add a New Value**
3. **Biographical Details page displays**

- Click [+] to insert a row in the Primary Name section

- The effective date defaults to current date; change if necessary

- Click **Edit Name**

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4. **Edit Name page displays**

- Make any name changes

- Click **OK**
5. Biographical Details page displays

- Click **Save**

**Update Name Complete**