8.9 HRMS Step by Step Guide Update Name in Modify a Person - Workforce Administration Module

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

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Personal Information	Ions and employees Maintain information about a person ted to a specific job record Maintain fexcible service rules; Calculate and print employee service data.
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Main Menu > Workforce Administration >	
Personal Information	
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2. Personal Information search page displays

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
EmplID:	begins with 🔽 222213
Name:	begins with 🔽
Last Name:	begins with 🔽
Alternate Character Name:	begins with 🔽
Include History	rect History
Search Clear Ba	isic Search 📲 Save Search Criteria
Find an Existing Value Add	a New Value

- Enter one or more of the search fields
- Click Search

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

Biographical Details Contact Information Regional Dept Information/Verifications Person ID: 222213 Mary,Weather **Primary Name** Find View All First 1 of 1 Last -Effective Date: 08/01/2010 Fo Biographical Details Contact Information Regional Dept Information on/Verifications Di Person ID: 222213 Mary,Weather Biog *Da **Primary Name** First 1 of 2 Last Find | View All 08/25/2010 Bir + -*Effective Date: Bir *Format Type: English Bir **Display Name:** Mary, Weather Edit Name Bic **Biographic Information** *E 01/01/1970 🛐 31 Date of Death: *Date of Birth: Months *G 40 Years 7 *H USA Q **Birth Country:** United States *M Birth State: Q L **Birth Location:** Waive Data Protection A **Biographical History** First 1 of 1 Last Find | View All + -08/01/2010 🛐 *Effective Date: *Co Female *Gender: US/ A-Not Indicated *Highest Education Level: As of: 08/01/2010 Single *Marital Status: Biogr Language Code: Alternate ID: Full-Time Student Customize | Find | View All | First 1 of 1 Last National ID Type National ID *Country Primary ID Q Social Security Number 999-77-5555 ~ + -USA Save Return to Search Notify Previous tab Next tab Update/Display Include History Edit Name

 Make any name changes

4. Edit Name page

displays

Click
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Prefix:					
irst Name	W	eather		Middle Name:	G.
ast Name	M	агу]	$\mathbf{\cup}$
Suffix:			~		
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Form	al Name:	Weather Mary			
Name	e:	Mary,Weather			

5.	Biograp	ohical
	Details	page
	displays	5

Click Save

Person ID: 2222	13 Mary.Weat	har			
		ner			
Primary Name			Find Vi	ew All First	▲ 1 of 2 ▶ Last
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Riographic Information	1				
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Save & Return to S	Search 🔄 Notify 🖉 🗠 P	revious tab	Next tab	🕖 Update/Displ	ay 🖉 Include His

Update Name Complete