

## 8.9 HRMS Step by Step Guide

### Update Name in Modify a Person - Workforce Administration Module

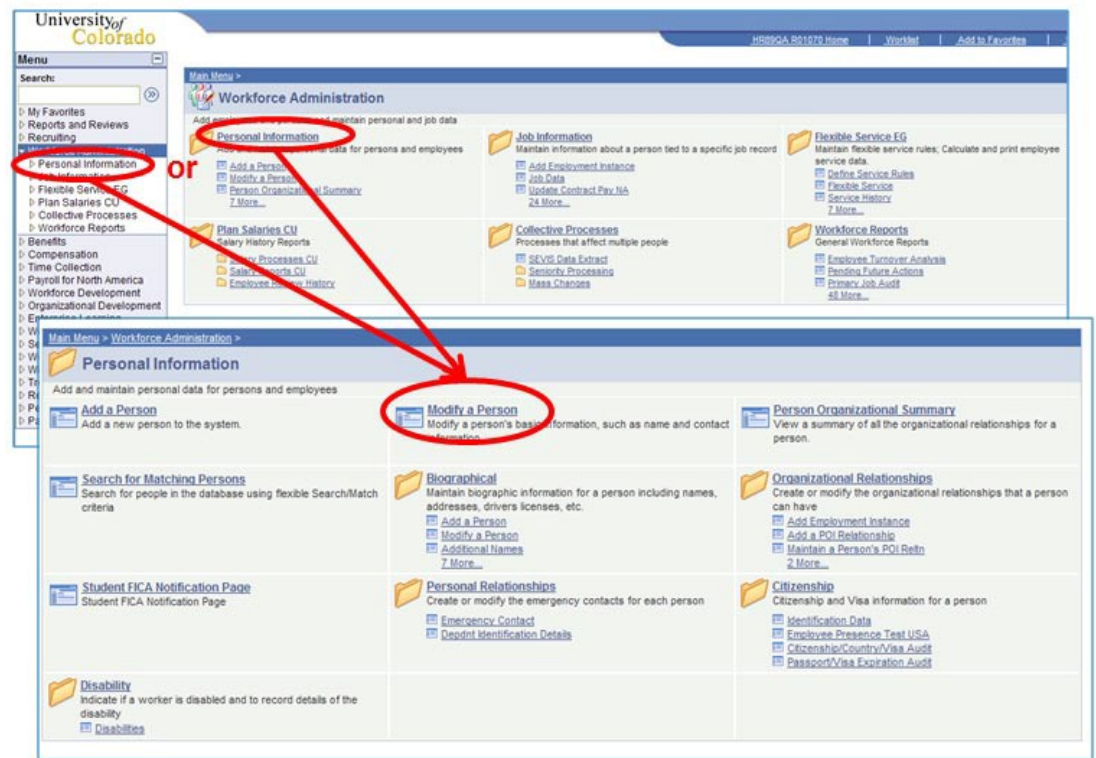
**Overview:** This guide provides instruction on updating the names of employees and persons (POIs).

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

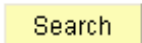
**Note:** The screen shots used in this guide may not be representative of your access.

#### 1. Navigate to the Modify a Person page

- Workforce Administration
- Personal Information
- Modify a Person



#### 2. Personal Information search page displays

- Enter one or more of the search fields
- Click 

#### Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

**EmpID:**

**Name:**

**Last Name:**


**Alternate Character Name:**

**Include History**
 **Correct History**

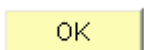
[Basic Search](#)

[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](#)

### 4. Edit Name page displays

- Make any name changes
- Click 

#### Edit Name

## 5. Biographical Details page displays

- Click 

Biographical Details | [Contact Information](#) | [Regional](#) | [Dept Information/Verifications](#)

Person ID: 222213      Mary, Weather

**Primary Name** [Find](#) | [View All](#)      First 1 of 2 Last

\*Effective Date: 08/25/2010

\*Format Type: English

Display Name: Mary, Weather G. [Edit Name](#)

**Biographic Information**

\*Date of Birth: 01/01/1970        40 Years 7 Months      Date of Death:

Birth Country: USA        United States

Birth State:

Birth Location:       Waive Data Protection

**Biographical History** [Find](#) | [View All](#)      First 1 of 1 Last

\*Effective Date: 08/01/2010

\*Gender: Female

\*Highest Education Level: A-Not Indicated

\*Marital Status: Single       As of: 08/01/2010


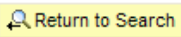

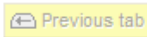
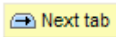
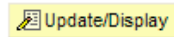
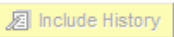
Language Code:

Alternate ID:

Full-Time Student

▼ **National ID** [Customize](#) | [Find](#) | [View All](#)       First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID	
USA <input type="text"/> <input type="button" value="m"/>	Social Security Number <input type="button" value="v"/>	999-77-5555	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Dept Information/Verifications](#)

Update Name Complete