

Employee Preferred Name Change Request Form

Kutztown University recognizes employees may wish to use a name other than their given first name as recorded on official documents and records. The university allows preferred first names to appear in select university systems and records except where the use of the official legal name is required by university business or legal obligation or where limited by software or IT systems.

Current Legal Name:			•	
	First	M.I.	Last	
Employee ID Number:	KU Email:		Cell Phone:	
Address:Street				
Street		City	State	Zip
Requested Preferred Name (ONLY AN EMPLOYEE'S FIRST N				
I do not wish to have	e my preferred na	me used outside of the	University (eg. News 1	releases, Dean's
List, Graduation Lis	t, etc.).			
Employee Signature:			Date:	
Requests are to be submit humanresources@kutzto		rtment of Human Rese	ources.	
		Office Use Only		
Approved:				
Rejected:				
Action Date:				

Preferred first names will be used in the following systems and records:

- Employee Identification Cards (ID cannot be used as official identification off campus) o Fee for new card still applies
- Official Employee Email and Display Name
 - o The I.T. Office will contact you to make the change process may take up to 14 days
- Class and Grade Rosters
- Housing Rosters
- D2L
- ENGAGE
- Most Employee Center Navigation Panes in MyKU
- Other Venues, as appropriate
- Newspaper articles, University social media, and other publicity formats will also use the preferred name, unless otherwise requested to the University Relations office.

<u>Legal names will continue to be used for official university records including, but not limited to the following:</u>

- Legal documents and reports produced by the University
- Employee Account statement (bills)
- Employment documents
- Employment verifications
- Paychecks, W2s, and other payroll documents
- Benefits enrollment
- Any PASSHE-related databases or related information

An employee is permitted to change a preferred name up to once every two years. Extenuating circumstances that require an additional change will be reviewed by the Department of Human Resources.

Any appeals for denial may be addressed to the Vice President for Equity and Compliance.

** ID cannot be used as official identification off campus