



STAFF NAME CHANGE WORK INSTRUCTIONS (HUM-W008)

Clarksville-Montgomery County School System

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

Work Instruction:

1. Employee presents the Human Resources Administrative Assistant the **new Social Security card** reflecting the new name.
2. Copy the new Social Security card for the personnel file. On the copy, write employee's previous name, new name, MUNIS ID number and date of the name change.
3. Change the name in MUNIS.
 - a. From your desktop, log into ClassLink using your username and password, and click on the MUNIS icon. The Tyler Hub for MUNIS will be displayed.
 - b. Click on **Human Capital Management**. Choose **Human Resources**, then **Employee Job/Pay Classification**, then **Employee Master**.
 - c. The Employee Master screen will be displayed.
 - d. Select the **magnifying glass** to search the person's last name or the employee number.
 - e. Once the appropriate employee is located, select the **pen and paper icon** to update.
 - f. Enter new last name and update the address if needed.
 - g. Add the old name to **Prior Name** area within the address tab.
 - h. Update the contacts information if needed.
 - i. Click on Green Check in upper left hand corner.
4. Scan the new card and attach to the employee's Docuphase digital personnel file.
5. Make a new ID badge to reflect the new name and exchange it with their current badge (see [Making an ID Badge work instruction](#)). There will be a charge if the employee does not have their current badge.
6. Send an e-mail to the Systems Administrators, Computer Programmers, Computer Help Desk Technician, Payroll, Benefits, Continuous Improvement, Director of Accountability, New Teacher Induction Coordinator, Certified and Classified Supervisors, Substitute Staffing Representative, Online Professional Learning Facilitator and Student Information System Coordinator of the name change (old name, new name, MUNIS ID number and



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new address if address was change) of a permanent employee so that the necessary changes can be made.

7. Refer certified employee to the Office of Teacher Licensing website to make necessary changes for the Tennessee Teaching License (<https://tdoe.tncompass.org/>)
8. If the employee is enrolled in Blue Cross Blue Shield of TN, Benefits Associate changes name on Blue Cross Blue Shield of TN website (see [Name Change on Blue Cross Blue Shield of TN Work Instructions](#)).
9. Refer the employee (if permanent) to the Benefits Office to make any necessary beneficiary changes.
10. Put a new label on the employee's paper personnel file (if applicable) to reflect the new name
11. File the personnel file alphabetically by the new last name in the active employee's files in the HR file room.
12. Add the employee to the HR Name Changes spreadsheet for tracking purposes.