

Faculty/Staff Legal & Preferred Name Change

When making a legal name change, you must submit a copy of your new social security card and one form of the following pieces of identification: state driver's license, state I.D. card, legal court document, passport, or marriage license.

1. Go to UCPATH Website by going to <https://ucpath.ucmerced.edu/> and click on "Click Here to Access the Portal".



UCPath is Here!



The New UCPATH TRS Link is now available! Click Here to Access the New TRS System.

- All UC Merced employees will now enter their timesheets into the new TRS.
- You can **click here for the Submission Deadlines for the 2018 Calendar Year**. The calendar can also be found on the **HRPC Forms Page**.

The UCPATH Portal is Now Available! Click Here to Access the Portal!

- View your earnings statement (January 2nd for monthly employees and January 10th for bi-weekly employees)
- Check your vacation and sick leave balances (e.g. sabbatical leave)
- Make changes to your personal information
- Sign up for (or update) your direct deposit
- For more information on how to navigate the UCPATH Portal, please access the **UC Learning Center** to complete the UCPATH Basics and Navigation tutorial.

2. Click on "University of California, Merced".

UCPath

Welcome to UCPATH, where you can view and/or update your personal information. If you have questions about UCPATH or need assistance, please contact the UCPATH Center at 855-982-7284.

Authorized users sign in below

| |
|--|
| University of California - Office of the President |
| University of California, Merced |
| University of California, Riverside |
| University of California-Los Angeles |

3. Log in using your UC Merced Net ID and password.
4. On the UCPATH main portal page, click on Employee Actions

Angela Baxter

Primary Title:
STDT LIFE DEV SPEC 3

Employee ID:
[REDACTED]


Service Date:
01/20/2015

- Dashboard
- Bookmarks
- Employee Actions**
- Manager Actions
- Forms Library
- Quicklinks
- Help / FAQ

Ask UCPATH Center

Welcome Associated Students UCLA, UC Merced and UC Riverside to UCPATH!

UCPATH is mobile-friendly and available to you 24 hours a day, 7 days a week. Check out all of the new features the portal has to offer.

 Jan 02, 2018

[Hide](#) [Read More](#)

Direct Reports

[View All](#)

[REDACTED]

Manager Actions

- [View Employee Information](#)
- [View Employee Absence Balance](#)
- [View Compensation History](#)
- [View Historical Profiles](#)
- [Current Team Profiles](#)

5. Click on Personal Information.

Angela Baxter

Primary Title:
STDT LIFE DEV SPEC 3

Employee ID:
[REDACTED]


Service Date:
01/20/2015

- Das < Employee Actions
- Personal Information**
- Em Leave Balances
- Ma Health and Welfare
- For Income and Taxes
- Qui Retirement and Savings
- Hel

Ask UCPATH Center

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 Jan 02, 2018

[Hide](#) [Read More](#)

Direct Reports

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[REDACTED]

Manager Actions

- [View Employee Information](#)
- [View Employee Absence Balance](#)
- [View Compensation History](#)
- [View Historical Profiles](#)
- [Current Team Profiles](#)

6. Click on Personal Information again.

The screenshot displays the UCPath portal interface. On the left, a blue sidebar contains the user's name 'Angela Baxter' and their primary title 'STDT LIFE DEV SPEC 3'. Below this, a list of menu items is visible, with 'Personal Informati...' highlighted by a red circle. The main content area features a large pink banner with the text 'Welcome Associated Students UCLA, UC Merced and UC Riverside to UCPath!' and a date 'Jan 02, 2018'. To the right of the banner are 'Hide' and 'Read More' buttons. Below the banner, there are two sections: 'Direct Reports' and 'Manager Actions'. The 'Direct Reports' section shows a redacted name and a 'View All' link. The 'Manager Actions' section lists several links: 'View Employee Information', 'View Employee Absence Balance', 'View Compensation History', 'View Historical Profiles', and 'Current Team Profiles'.

7. On the Personal Information Summary page, click the down arrow in the Name field.

Angela Baxter

Primary Title:
STDY LIFE DEV SPEC 3

Employee ID:
[REDACTED]

Service Date:
01/20/2015

- Dashboard
- Bookmarks
- Employee Actions >
- Manager Actions >
- Forms Library >
- Quicklinks >
- Help / FAQ >

- Edit profile
- Log out



UCPath

Search



Bookmark



Log out

Ask UCPath Center

PERSONAL INFORMATION SUMMARY

Angela Baxter

EXPAND ALL

COLLAPSE ALL

Name



Home/Mailing Addresses



Phone Numbers



Emergency Contacts



Email Addresses



Help

8. Click on Change Name.

Angela Baxter

Primary Title:
STDY LIFE DEV SPEC 3

Employee ID:
[REDACTED]

Service Date:
01/20/2015

- Dashboard
- Bookmarks
- Employee Actions >
- Manager Actions >
- Forms Library >
- Quicklinks >
- Help / FAQ >

- Edit profile
- Log out



UCPath

Search



Bookmark



Log out

Ask UCPath Center

PERSONAL INFORMATION SUMMARY

Angela Baxter

EXPAND ALL

COLLAPSE ALL

Name



Angela Lee Baxter

CHANGE NAME

9. On Name Change page, click on the pencil icon next to New Name.


Angela Baxter
Primary Title:
STDT LIFE DEV SPEC 3
Employee ID:
[REDACTED]
Service Date:
01/20/2015


Dashboard
Bookmarks
Employee Actions >
Manager Actions >
Forms Library >
Quicklinks >
Help / FAQ >

NAME CHANGE

Enter your new name and select **Submit**.
Note: You may be required to send proof of the name change to Human Resources.
US Employees: All name changes must match the name provided on your social security card.

Current Name
Angela Lee Baxter

New Name
Angela Lee Baxter 

Change As Of
01/17/2018 
(example: 12/31/2000)

Name Format
English

SUBMIT

RETURN TO PERSONAL INFORMATION

10. On the Edit Name page, enter the name you would like displayed and click done.

Angela Baxter
Primary Title:
STDT LIFE DEV SPEC 3
Employee ID:
[REDACTED]
Service Date:
01/20/2015

[Dashboard](#)
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[Employee Actions](#) >
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[Edit profile](#)
[Log out](#)

EDIT NAME

Prefix
Select an Option

First Name
Jane

Middle Name
Lee

Last Name
Doe

Suffix
Select an Option

Live Preview

Display Name
Jane Doe

Formal Name
Jane Doe

Name
Doe, Jane Lee

DONECANCEL

Help

11. For legal Name Change, submit proof of legal name change.
 - a. Faculty/Staff submit to Human Relations
12. For Preferred Name Change, you will not need to submit any further information. However, your legal name will remain on university documents that have legal standing.