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".





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 Availab (Click Here to Access the Portal.)

- View your earnings statement (January 2nd for monthly employees and January 10th for bi-weekly employees)
- Check you 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".



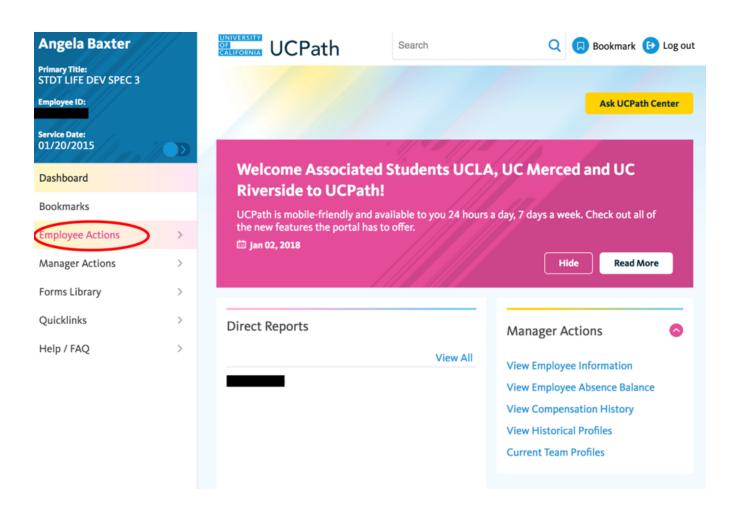
UCPath

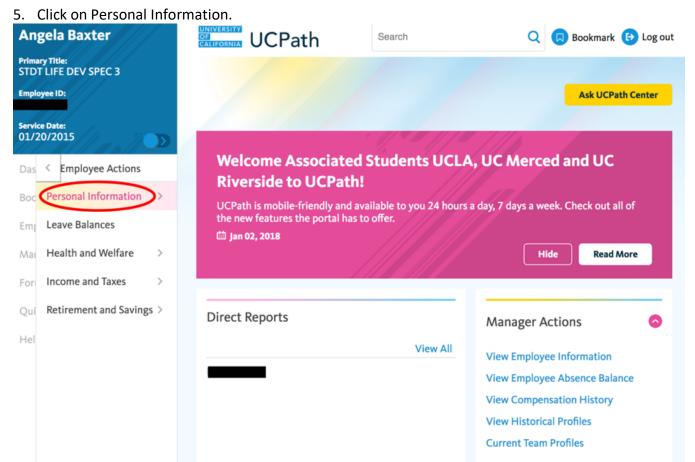
Welcome to UCPath, where you can view and/or update your personal information. If you have questions about UCPath or need assistance, please contact the UCPath Center at 855-982-7284.

Authorized users sign in below

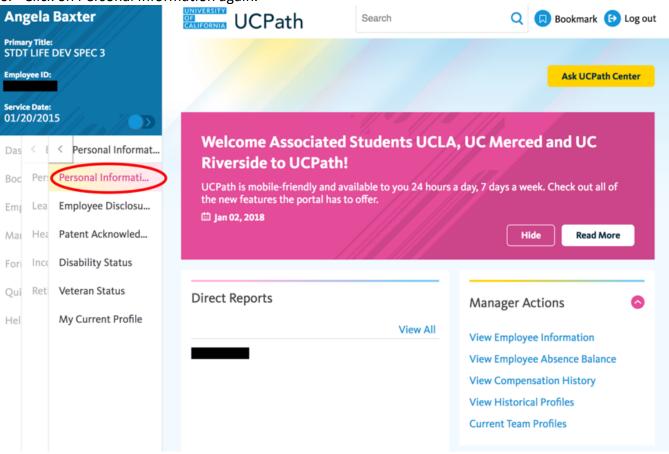
University of California - Office of the President
University of California, Merced
University of California, Riverside
University of California-Los Angeles

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

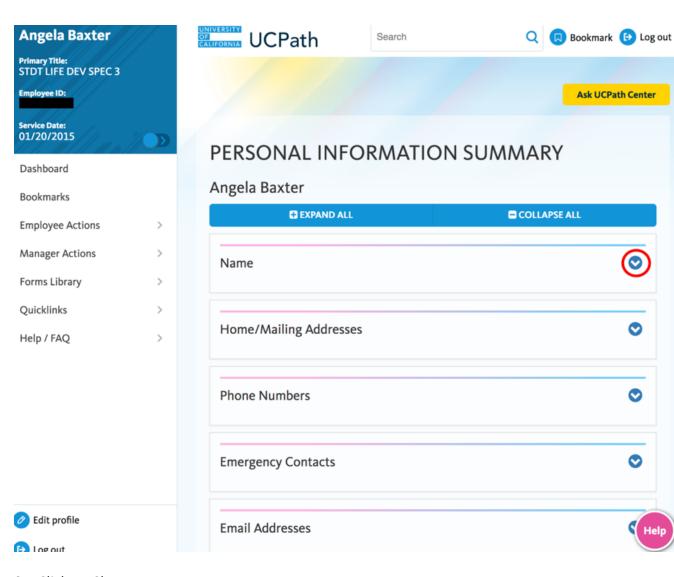




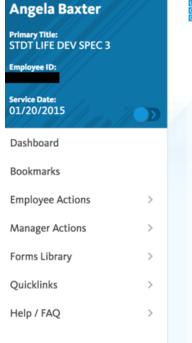
6. Click on Personal Information again.

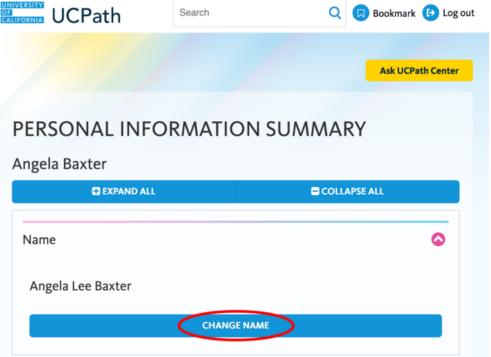


7. On the Personal Information Summary page, click the down arrow in the Name field.

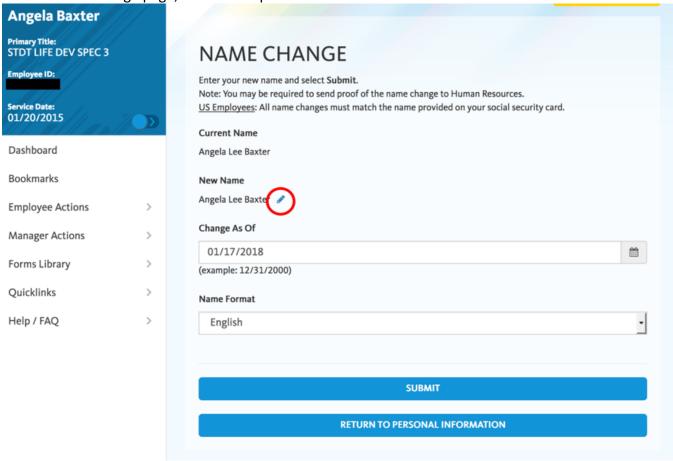


8. Click on Change Name.

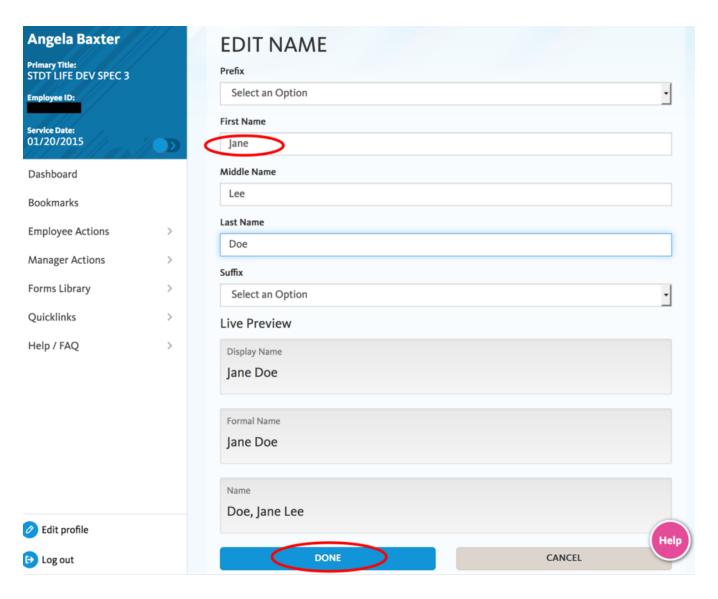




9. On Name Change page, click on the pencil icon next to New Name.



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



- 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.