

**For Department use only**  
Organizational Unit #: \_\_\_\_\_  
Date Entered in SAP: \_\_\_\_\_  
Entered by: \_\_\_\_\_

# UNIVERSITY OF KENTUCKY

## Employee Name Change Form

Date: \_\_\_\_\_

Person I.D.: \_\_\_\_\_

Last 4 of Social Number: XXX - XX - \_\_\_\_\_

Current Name: \_\_\_\_\_

Previous Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Retain a copy of this form within the department responsible for maintaining this information in SAP and forward a copy to the HR Benefits Office at:

UK Employee Benefits  
115 Scovell Hall  
Lexington, KY 40506-0064  
Phone: (859) 257-9519  
Fax: (859) 323-1095

To change home and work addresses, go to myUK at <https://myuk.uky.edu/irj/portal> and update using the Employee Self Service (ESS) portal.

Note the employee completes form with appropriate change; employee takes form to Departmental Business Office for entering into SAP; departmental Business Office enters change(s) into SAP; departmental Business Office then forwards form to Compensation; Compensation will forward form to Employee Records after processing, where the copy will be filed in the individual's Employee Record File.