

## Office of State Uniform Payroll

<b>Procedure Title:</b> Employee Name Changes	<b>Revision Date:</b> 11/18/2015
<b>Unit:</b> Wage and Tax Administration	<b>Issue Date:</b> 11/18/2015
<b>Contact:</b> _DOA-OSUP-WTA@la.gov	<b>Page Number:</b> 1 of 1

A corrected W-2 (Form W-2c) is created in LaGov HCM when a retroactive name change is made on Infotype 0002. There are situations when the W-2c is required, however many name changes do not actually warrant a W-2c. To avoid unnecessary processing of these W-2c statements, agencies should review and adhere to the following guidelines:

1. Always review the employee's Social Security card and ensure that the correct name and spelling are used when completing the hiring action in LaGov HCM.
2. Only make name changes in LaGov HCM for the below reasons. The Social Security card must reflect these changes.
  - a. Marital status changes (marriage, divorce, annulment, etc.)
  - b. Legal name changes (adoption, naturalization, etc.)
  - c. Misspelled names

NOTE: For items a and b, use the COPY functionality and change the effective date to the 1<sup>st</sup> day of the pay-period that the Social Security card was verified to reflect the name change. When the name is misspelled upon hiring, the CHANGE functionality should be used to correct the record.

3. Never make name changes for the following:
  - a. Change employee's name from upper to lowercase or vice versa
  - b. Add or remove punctuation (e.g. period, comma, hyphen, etc.) unless advised to do so by OSUP
  - c. Modify other formatting issues to obtain consistency for all employees

Infotype 0002 defaults the employee's date of birth as the effective date during the hire action. It is imperative that agencies review the effective date when processing a name change to prevent the creation of W-2c statements for multiple years.

Direct LaGov HCM entry questions to the LaGov HCM Help Desk via the [LaGov HCM Help Desk Ticket](#).