



**Title:** View Legal Name for an Employee or Retiree  
**Functional Area:** Benefits Administration  
**Role:** Employee Benefits Division, Agency Benefits Coordinators, and Agency Benefits Liaison

## View Legal Name for an Employee or Retiree

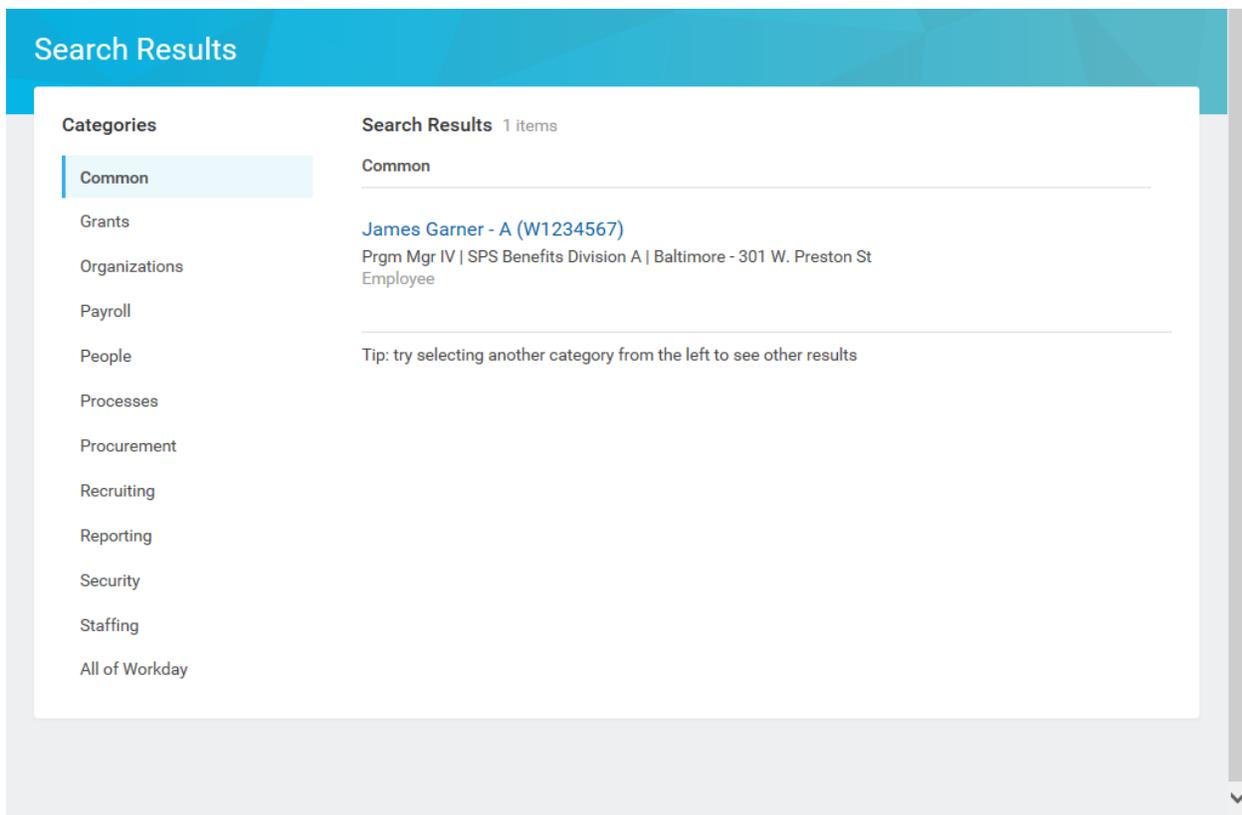
Use this procedure to view Legal Name and Name Change History for an employee (or retiree).

Note that SPMS Agency Benefits Coordinators can only view legal names and name change history for their employees. The Employee Benefits Division can view legal names and name change history for all employees and retirees.

### Procedure:

1. Enter the employee name or W number in the **Search** field.
2. Click the **search**  icon.

### Search Results



3. In the search results, click the employee name hyperlink.



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## View Worker

James Garner - A  
(W1234567)  
Prgm Mgr IV

Actions

Team

Location  
Baltimore - 301 W. Preston St

Manager  
David Hayden (W1231234)

Summary

Job

Contact

Personal

Compensation

Benefits

Pay

More (3)

4. On the worker profile, click the **Personal**  **Personal** tab.



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(W1234567)  
Prgm Mgr IV

Actions

Team

- Summary
- Job
- Contact
- Personal
- Benefits
- Pay
- Performance

Personal Information | IDs | Documents | Names

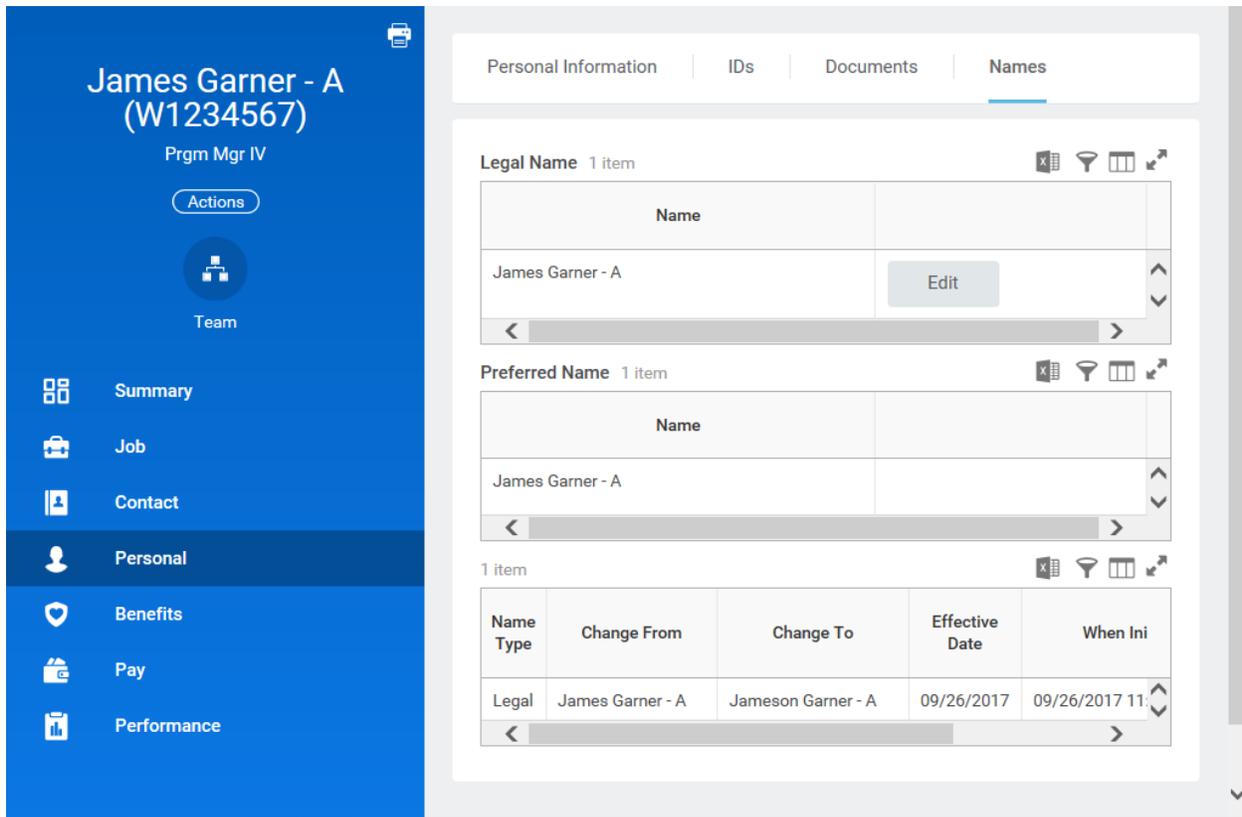
Edit

Personal

Gender	Male
Date of Birth	11/25/1968
Age	48 years, 10 months, 1 days
Marital Status	(empty)
Citizenship Status	(empty)

5. Click the **Names** **Names** sub-tab.

## View Worker



James Garner - A  
(W1234567)  
Prgm Mgr IV

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Personal Information | IDs | Documents | **Names**

Legal Name 1 item

Name	
James Garner - A	Edit

Preferred Name 1 item

Name	
James Garner - A	

1 item

Name Type	Change From	Change To	Effective Date	When Ini
Legal	James Garner - A	Jameson Garner - A	09/26/2017	09/26/2017 11:

6. View the employee's Legal Name and Name Change History on the Names **Names** sub-tab.



**Information:** The preferred name is also displayed on this page. The preferred name is not used on legal documents.

The legal name must match what is on the employee's social security card.

7. The System Task is complete.