



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

## View Legal Name for an Employee

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

Note that Agency Benefits Coordinators and Agency Benefits Liaisons 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

## Search Results

**Categories**

- Common
- Organizations
- People
- Processes
- Procurement
- Revenue
- Security
- Staffing
- All of Workday

**Search Results** 9 items

**Common**

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[Shailene Woodley - E \(W1000082\)](#) Employee  
Benefits Employee | SPS Benefits Division E | Baltimore - 301 W. Preston St  
Employee

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Tip: try selecting another category from the left to see other results

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



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## View Worker

Shailene Woodley - E  
(W100082)  
Benefits Employee

Actions

Team

Summary  
Job  
Contact  
Personal  
Benefits  
Pay  
Performance

Location  
Baltimore - 301 W. Preston St

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



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**Shailene Woodley - E**  
**(W1000082)**  
Benefits Employee

Actions

Team

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

Personal Information | IDs | Documents | Names

### Personal

Gender	Female
Date of Birth	09/24/1960
Age	58 years, 0 months, 18 days
Marital Status	(empty)
Citizenship Status	(empty)

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



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Shailene Woodley - E  
(W1000082)  
Benefits Employee

Actions

Team

Summary  
Job  
Contact  
Personal  
Benefits  
Pay  
Performance

Personal Information   IDs   Documents   **Names**

Legal Name 1 item

Name
Shailene Woodley - E

Preferred Name 1 item

Name
Shailene Woodley - E

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.