



**OCEAN VIEW SCHOOL DISTRICT**  
**Human Resources/Personnel Commission**  
**17200 Pinehurst Lane ♦ Huntington Beach ♦ California 92647**  
**714-847-2551 ♦ 714-847-1430 FAX**

## Change of Name-Classified

Former Name: \_\_\_\_\_

New Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Current Classification: \_\_\_\_\_

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

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

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Office Use Only

- ☐ Copy of SS Card
- ☐ Update HR 2.0
- ☐ Update Absence Management System
- ☐ H&W and American Fidelity (email Benefits/WC Specialist if applicable)
- ☐ CSEA
- ☐ Update: (permanent employees)
  - Allocation list
  - Seniority list
  - Eligibility lists
  - IA and Bilingual test scores lists
- ☐ Change name and alpha labels on Personnel and Medical Files
- ☐ Pull Employment Eligibility Verification (I-9) in black file cabinets, write in red new name, update bottom of form for name change and **attach copy of new social security card**. Do not white out or erase original information.
- ☐ Make note of name change on the confidential records/confidential forms A in black file cabinets
- ☐ Type Personnel Requisition to payroll showing in comments name change from and to. Attach copy of new social security card for payroll.
- ☐ Fill out Ticket to Info Services to update email address (if permanent employee)