



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: _____

Office Use Only

- Copy of SS Card
- Update HR 2.0
- Update Aesop
- H&W and American Fidelity (email Benefits/WC Specialist if applicable)
- CSEA
- Update: (permanent employees)
 - Evaluation book
 - 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)