

NAME CHANGES – HOW TO PROCESS IN PPDB SYSTEM

Revised: February 2, 2010

Instructions follow on how to process a name change and at the same time document the changes in the PPDB system. Please also read the '[Social Security Administration Regarding Names](#)'. The name entered into PPDB MUST be what is shown on the employee's Social Security Card

Note: The PBED screen **EMPLOYEE DISPLAY (F1)** in the PPDB System does not retain history when changes are made such as name changes or other information on this screen. Every time you do a 'name change' on an employee you will have no way of knowing what the previous name was on PPDB.

- When changing an Employee's name, use 230 PA code as shown below in the mini menu example:

```
EFF D/T: 010109 0000 PA:CDE 230                                NUM
ACTION: ... NXT PA C/N: 230..... NAMCHG CONFIRM: . PAGE: 001 OF 005
CANCEL: . NXT ACT: ... AGENCY: ... EMP: ... JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 012210 OTHER: .....
MSG AREA:          CURRENT HISTORY ONLY LOADED
```

- Helpful information, after you change the name, you can go to F2 EMPLOYEE JOB DISPLAY and put a remark like the following: 1/22/10 name chg fr 'Doe' to 'Smith'. The remarks field entered into PPDB on the F2 screen is useful for history purposes such as this.
- By adding the name change to remarks, a report could be pulled from the 'agency use field' if necessary to find someone by a previous name. This is helpful in agencies that pull their own reports
- Helpful tip: Some Agencies keep a log or rolodex of name changes. This is helpful in finding previous employees when situations arise. This is helpful because there is no history in PPDB on name changes and there are times when we need to find out the other names used for an employee.