1. **What is changing?**
   * On most UCPath pages legal name will be replaced with Name. On June 16, the first name and last name populated in the Preferred Name fields will appear in the Name field. If a first name and last name is not populated in the Preferred Name fields, the Legal Name will appear in the Name field.
2. **When is the change happening?**

* UCPath is implementing changes in the June 20th release. Contact your Lived Name Project Manager for details on updates to local campus system changes.

1. **Why are we making this change?**
   * UCPath is making this change to support the [Presidential Policy On Gender Recognition And Lived Name](https://policy.ucop.edu/doc/2700693/GRLN).
2. **What is the difference between Name and Lived Name or Preferred Name?**
   * Name is the field label in PeopleSoft that will store if a self chosen or personal and/or preferred professional name used instead of legal name. For more information about Lived Name refer to the [Presidential Policy On Gender Recognition And Lived Name](https://policy.ucop.edu/doc/2700693/GRLN)
3. **What pages and documents will retain legal name?**

* CA State W-4 Tax Info
* View Paycheck [ESS]
* View W-2/W-2c Forms
* W-4 Tax Information
* Job Data
* Admin-Verification of Employment
* Workforce Job Summary
* Search Match
* Smart HR Transactions
* Personal Information
* Review Self Service Paycheck [Admin]
* General Deduction Entry Update
* Review Paycheck Summary
* Review Paycheck

1. **As a transactor, how do I know if I am picking the right employee?**
   * Verify with the employee their employee id. The employee can find their id on the upper left hand side of UCPath.
2. **What name will display in an employees’ email?**
   * Locations are responsible for maintaining email addresses and other location downstream systems. Transactors should contact their project lead for the Lived Name implementation.
3. **Does UCPath capture lived name for dependents?**
   * No, lived name will not be captured for dependents.
4. **How many times can an employee change their lived name?**
   * There is no limit to the number of times an employee can change their lived name.
5. **If I change my legal name, will it also change my lived name?**
   * No, a change in legal name will not change the lived name. Once a legal name is updated, the lived name cannot be changed until the legal name change is approved.
6. **Is there an approval required to change lived name?**
   * No, there is no approval required to change lived name. Changing a legal name does require approval through UCPath.
7. **What characters can employees put in the preferred name fields today in preparation for the name conversion?**
   * Special and foreign characters are not allowed in the current preferred name field. The new name field will accept some special characters after June 20th. Refer to the list of allowed [special characters](https://sp.ucop.edu/sites/ucpc/UCPathLocationSupport/Jun2023Release/_layouts/15/WopiFrame.aspx?sourcedoc=%7b3ECFC519-75CA-45E2-8554-93BB445869CC%7d&file=Allowed%20Special%20Characters.xlsx&action=default&DefaultItemOpen=1) for details.
8. **What if a manager sees a name on the manager dashboard they do not recognize?**

* The manager should contact their local HR.