Lived Name Form Guidance

To comply with the Gender Recognition and Lived Name Policy, please use the guidance on new forms created at UC ANR. For additional clarification or questions, reach out to [grln@ucanr.edu](mailto:grln@ucanr.edu).

**Collecting Name:**

Please see fields to include on forms. Please note you will need to include Employee ID and the description as well to provide proper context.

Lived Name Description: The 'Name' field references the name an employee uses, which can be different from their legal name (for example, a middle name that an employee goes by or a name that aligns with their gender identity).

* To capture Lived First Name use “**First Name**”
* To capture Lived Middle Name use “**Middle Name**”
* To capture Lived Last Name use “**Last Name**”
* For identifying current UC employees, “**Employee ID**” is required (8-digit UCPath EMPLID). If not an employee or contingent worker, it will be left blank.

**Collecting Legal Name:**

Before requesting Legal Name be added to new forms, please email [grln@ucanr.edu](mailto:grln@ucanr.edu) for review and approval to ensure it can be captured. For example, payroll related forms may require use of legal name.