

Gender-Recognition and Lived Name ANR FAQs

[Presidential Policy On Gender Recognition And Lived Name](#)

[Gender Recognition Act \(California Senate Bill 179\)](#)

Pronoun Use & Importance <https://lgbtqia.ucdavis.edu/educated/pronouns-inclusive-language>

Gender Recognition: Transgender, Nonbinary, and Intersex Awareness Training Direct Link: [UC Gender Recognition and Lived Name](#)

LMS Code: UCGRLN-03-ECO

What is a lived name?

A lived name is a self-chosen personal or professional name that is used instead of one's legal name.

The individual's lived name will be the default, while their legal name—if different from their lived name—will be kept confidential and not published on UC documents or displayed in information systems that do not require a person's legal name.

A lived name should be used whenever possible in the course of university business unless it is used to avoid a legal obligation.

The majority of UC ANR downstream systems are designed to allow an employee's lived name (as reflected in UC Path) to be reflected in our various employee management systems.

Why would someone go by a lived name, as opposed to their legal name?

People change names for various reasons, but within the Transgender community, most commonly name changes are made to have a name align with their gender identity.

What are preferred names, lived names, and names in use?

Preferred names, lived names, and names in use are names other than legal names that many people use for a variety of reasons, including:

It is a shortened/alternate version of their legal name.

- a. *Robert = Rob or Bob*
- b. *Elizabeth = Liz*
- c. *Francisco = Paco or Pancho*
- d. *Jesús = Chuy*

It is a cultural, religious, personal, or familial preference/practice.

- e. *Eleanor Roosevelt (first name: Anna)*
- e. *Mindy Kaling (first name: Vera)*
- e. *Rihanna (first name: Robyn)*
- e. *Reese Witherspoon (first names: Laura Jeanne).*

A scholar/student who selects another name for campus use because people mispronounce their given/birth names.

A given/birth name does not reflect one's gender identity.

Why is it necessary to include a nonbinary gender option on university forms and in UC systems?

Until now, individuals whose gender identity is neither woman nor man were forced to choose from one of the two options. Within the University community, offering a nonbinary gender option acknowledges that the binary options are not sufficient to recognize gender diversity.

Would the option for individuals to choose a lived or preferred name be limited to those individuals who are transgender or who have designated a nonbinary gender?

The designation of a lived or preferred name may be of interest to a myriad of University community members, including but not limited to individuals who are transgender or nonbinary, whose gender identity differs from that indicated on official documents, who are survivors of abuse and/or trafficking, whose lived or preferred name is a variation or a shortened version of their legal name (e.g., international students, faculty and staff who have adopted Anglicized names) or those who have married and have had a legal name change but wish to retain the name under which they have published academic works.

What are examples of university documents where a legal name is required?

Generally, documents that the University provides to the federal government or in conjunction with a person's Social Security Number require the use of a legal name. This may include, but is not limited to the following:

- Financial aid documents
- Payroll records
- Medical identification and records
- Federal immigration documents
- Tax forms (e.g., W2, 1095C, 1099)

What is the review process of this policy, and what happens if a university community member does not recognize my gender identity or lived name?

This policy will be reviewed periodically by the Responsible Officer. Persons experiencing noncompliance or harassment concerning the usage of their gender identity or lived name should contact the [Office for the Prevention of Harassment and Discrimination](#) ([link is external](#))

What if I'm seeing my middle name displayed but want to hide it (such as when sending emails)?

Follow these steps to hide your middle name:

- Log into <https://ucpath.universityofcalifornia.edu> ([link is external](#))
- In the left panel, select Employee Actions > Personal Information > Personal Information Summary
- Click the downward arrow in the Legal Name/Name section
- Click on your name
- In the top right, click on the gray Edit Legal Name/Name button
- In the lower 'Name' section, delete your middle name from the field labeled 'Middle Name'
- Click Okay
- Click Submit

How can an employee provide their lived/preferred name?

UCPath provides you an option to provide a self-chosen name. The Name field in UCPath is the employee's self-chosen name.

Employees can enter this information by following the navigation:

Employee Actions >Personal Information Summary.

More details about UCPATH name change can be found in : [Lived Name on UCPATH - YouTube](#) or [UCPATH Launches Lived Name Functionality | UCPATH \(universityofcalifornia.edu\)](#).

Is there any job aid available for employees to understand the UCPATH screen navigation?

Yes, employees can access the following link to understand UCPATH navigation for Name changes: [Update My Name \(ucop.edu\)](#).

How can an employee change their lived/preferred name?

Name in UCPATH can be changed using the UCPATH navigation: Employee Actions->Personal Information->Legal Name/Name. [\(More instructions from IT below\)](#)

As a transactor/supervisor – how would I know if I am choosing the correct employee?

Verify with the employee their employee ID. The employee can find their ID on the upper left-hand side of UC Path

What name will display in an employee email?

UC ANR employees can work with IT to have their emails changed to reflect their lived name.

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.

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.

Is there an approval required to change the lived name?

No, there is no approval required to change lived name. Changing a legal name does require approval through UC Path.

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](#) for details.

How do you best approach someone with a name change?

The best approach is to calmly hear them share their name with you and move forward with using that name for that person. It is up to the person with the changed name to share their reasons, if or when they are comfortable.

If you are the person who has changed your name, what is your responsibility as far as communication to supervisor, co-workers, and affiliates?

As the person who changes their name and email, it is best practice to share out with your supervisor and team as a short FYI. It can be a simple email to share – *As of today, I have a new email [XXX@ucanr.edu](#) and my new first name (or last name) is XXX. I look forward to continuing our work together.*

Are employees allowed to use names from movies/tv shows as their lived name?

The spirit of this policy is to support everyone in expressing the name that aligns with how they identify in our work setting and their life. We encourage everyone to show this process the respect in which it was developed.

IT Name Change Support

UC Path controls your display name and information for your email. Here are the instructions on where

to update your information:

You will need to follow these steps to change your "Lived name" or preferred name in Outlook.

- 1) Log into UC Path > Employee Actions> Personal Information >Personal Information Summary
- 2) Click Edit legal Name/Name, then hit "Submit."
- 3) Scroll down to the "Name" section of the page.
- 4) Enter the name change to the desired name. **Then hit "OK".**
- 5) You will receive an email from UC Path once the "Lived Name" change is completed.
- 6) However, it still takes a few hours (it can take up to 72 hours for the change to go live) for your email and other correspondence to display the change.

Need further support? Please reach out to UC ANR IT

Office: (530) 750-1212

Email: help@ucanr.edu