

Introduction

This guide will show you how to request a title and name change in PeopleSoft.

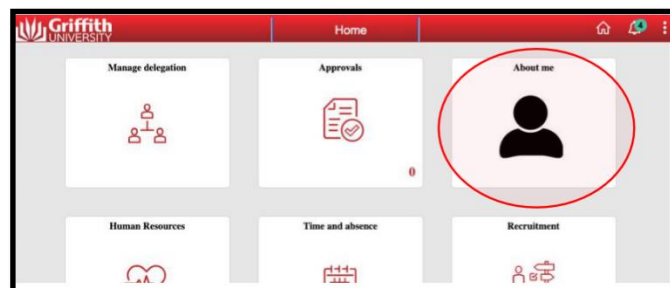
Please note: You are required **to** attach certified documentation to support a change to your Primary name. This change will not occur without the relevant documentation being provided. Please ensure your Primary name is your legal name for Australian Taxation Office purposes and that you contact your Superannuation fund to update your member details with them.

IMPORTANT: When you change your preferred name, **your email address may change**. If this occurs, the old email address will redirect any emails to your new email address. Changes may also impact other Griffith systems (eg Concur)

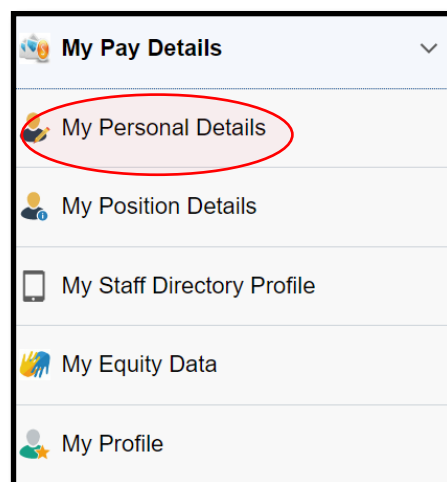
Navigate to the Change of Personal Details Form

- Log in to the **staff portal** and select **My Staff Page**.

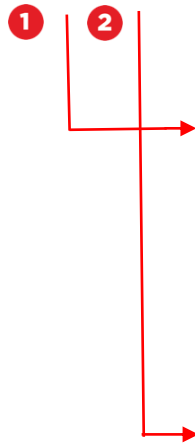
- 1 Select the **About me** tile. →



- 2 Select **My Personal Details**. →



- 3 Select **Name** then select primary name (the first displayed name).



- 4 Select **Prefix** from drop down menu.

Type over **First Name and/or Last Name with updated legal name** and attach **certified copy of legal document** in the attachments.

- 5 Review to confirm the details are correct. Select **Save** (located on the right hand corner of the page) to proceed. This will create a request to Payroll and you will receive an automatic email to advise your request has been submitted.

Please note: Only legal name changes require a certified copy of your legal document and not prefix changes. If you are not able to attach a certified copy of your legal document at the time of your request, you are required to submit it within 7 days of making the request to payroll@griffith.edu.au.