

Employee Name Change Request Form

□ Classified □ Part-Time Instructor □ Faculty □ Part Time / Hourly □ Student Worker

Name: ______ Date of Change: _____ K#: _____

New Name:

I hereby authorize Santa Barbara City College to use my new name on all future personnel records. I further understand that my computer access, phone number, email account, access cards, travel cards and/or purchasing cards will be updated to reflect this name change.

Employee Signature

Date

Accepted by: _____

Human Resources Representative

Instructions for Name Change

1.) Obtain a new social security card reflecting a new name. Bring the original to Human Resources for copying.

Date

2.) Complete new tax withholding forms (W-4, DE-4)¹

3.) When applicable, provide a copy of Marriage/Separation or court ordered name change documentation.

4.) Notify Human Resources of name change by email: <u>HR@pipeline.sbcc.edu</u> or phone (805) 965-0581

5.) After 24 hours log into pipeline and click on "Find username/reset password" under START HERE! Column. Enter your information and click "look up".

Human Resources Distribution of Documents

1.) Original name change to be filed in employee's personnel file and after entry into Banner.

2.) A copy of name change, withholding forms, and copy of social security card to be submitted to Payroll.

3.) Notify Human Resources of name change.

4.) Complete Admissions & Records Employee Username Change Form, A & R will notify Helpdesk to update employees pipeline and username.

5.) Official name change notification to respective STRS/PERS retirement system.

6.) Update section 3 of employees I-9 form. If original I-9 form cannot be located complete new I-9

Distribution: Original – Personnel File; 1st Copy – Payroll; 2nd Copy – Human Resources

DE-4 form https://www.edd.ca.gov/pdf_pub_ctr/de4.pdf