

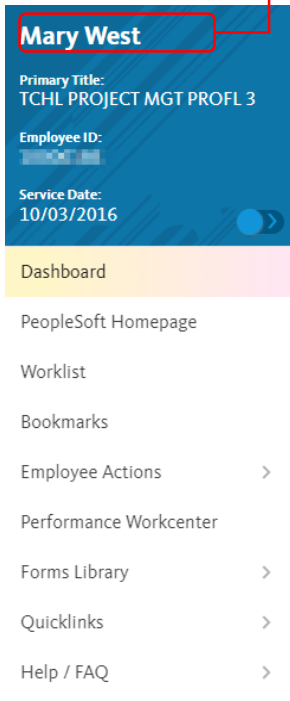
# It is after June 20, 2023 and I want to implement my Lived Name in my UCPATH record, what do I need to do?

A **Lived** Name or *Name* is a self-chosen or personal and/or preferred professional name used instead of Legal Name. For UCR employees, UCPATH will be the source of authority for name data. To designate a Lived Name as an existing employee, enter this information into the Personal Information screen under Legal Name/Name in the UCPATH portal.

Name information will be placed in your campus identity profile and will be used as your display name as the local campus systems are updated for policy compliance. If you do not have a Lived Name or Name, no action is needed, your Legal Name will be your display name.

1

Your name displays in the upper left of the UCPATH portal when logging in.



Mary West

Primary Title:  
TCHL PROJECT MGT PROFL 3

Employee ID:  
[REDACTED]

Service Date:  
10/03/2016

Dashboard

PeopleSoft Homepage

Worklist

Bookmarks

Employee Actions >

Performance Workcenter

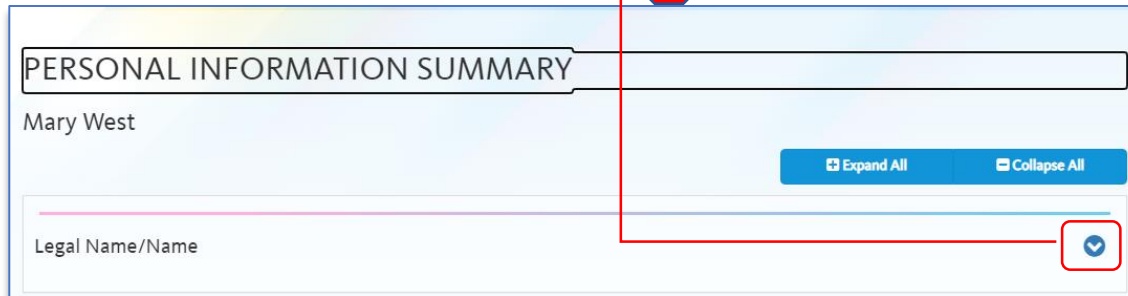
Forms Library >

Quicklinks >

Help / FAQ >

Under Employee Actions, go to **Personal Information > Personal Information Summary > Legal Name/Name**  
Expand the Legal Name/Name screen

2



PERSONAL INFORMATION SUMMARY

Mary West

Legal Name/Name

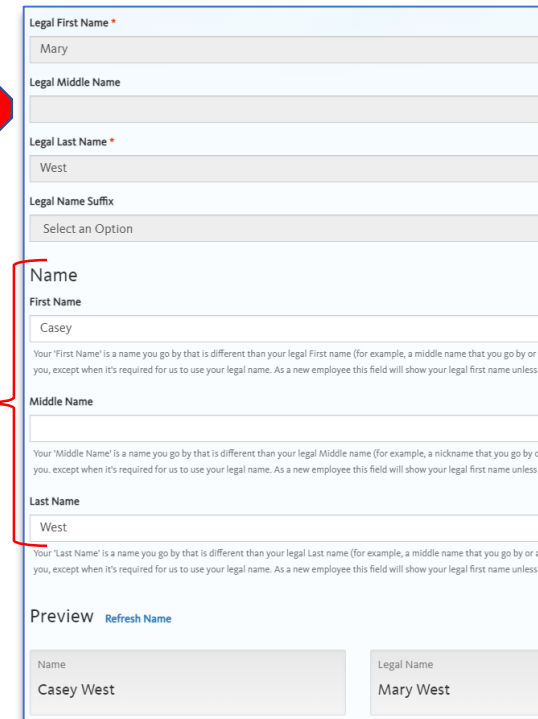
Expand All Collapse All

## Edit the Name section

Your 'First Name' is a name you go by that may or may not differ from your legal First name (for example, a middle name that you go by or a name that aligns with your gender identity). If you enter a first name here, we'll use it in most of our communications with you, except when it's required for us to use your legal name. As a new employee this field will show your legal first name unless you enter a first name here or provided one during the application or hire process.

\*Note: This will not change your UCR NetID

3



Legal First Name \*

Mary

Legal Middle Name

Legal Last Name \*

West

Legal Name Suffix

Select an Option

Name

First Name

Casey

Your 'First Name' is a name you go by that is different than your legal First name (for example, a middle name that you go by or a name that aligns with your gender identity). If you enter a first name here, we'll use it in most of our communications with you, except when it's required for us to use your legal name. As a new employee this field will show your legal first name unless you enter a first name here or provided one during the application or hire process.

Middle Name

Your 'Middle Name' is a name you go by that is different than your legal Middle name (for example, a nickname that you go by or a name that aligns with your gender identity). If you enter a middle name here, we'll use it in most of our communications with you, except when it's required for us to use your legal name. As a new employee this field will show your legal middle name unless you enter a middle name here or provided one during the application or hire process.

Last Name

West

Your 'Last Name' is a name you go by that is different than your legal Last Name (for example, a middle name that you go by or a name that aligns with your gender identity). If you enter a last name here, we'll use it in most of our communications with you, except when it's required for us to use your legal name. As a new employee this field will show your legal last name unless you enter a last name here or provided one during the application or hire process.

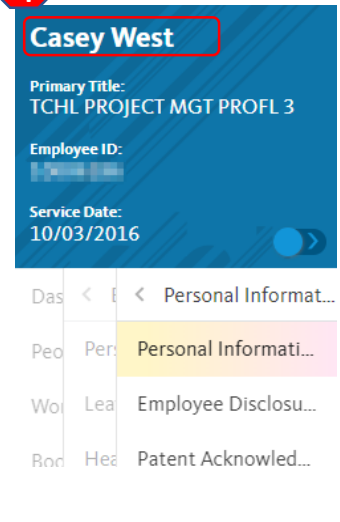
Preview Refresh Name

Name Legal Name

Casey West Mary West

4

The name update is now reflected in the UCPATH display in the upper left of the UCPATH portal.



Casey West

Primary Title:  
TCHL PROJECT MGT PROFL 3

Employee ID:  
[REDACTED]

Service Date:  
10/03/2016

Dashboard

Personal Information

Performance Workcenter

Employee Disclosure

Patent Acknowledgment