# It is after June 20, 2023 and I want to implement my Lived Name in my UCPath record, what do I need to do?
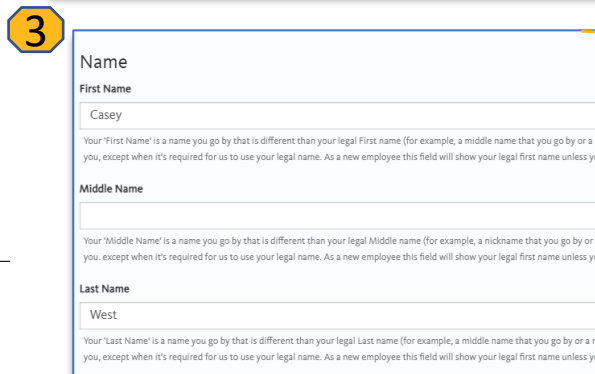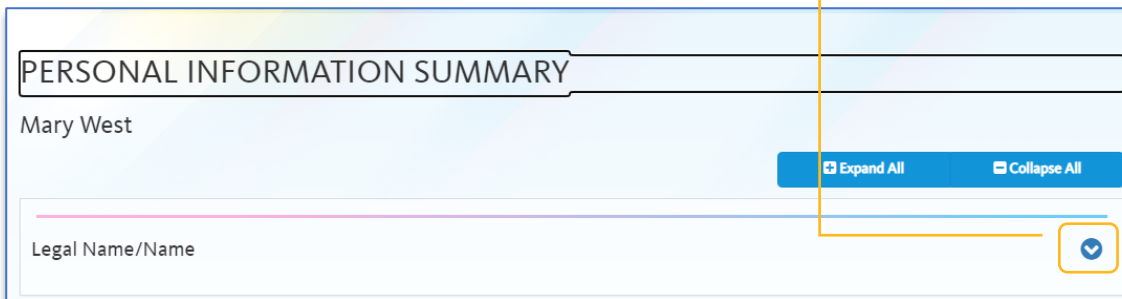
A **Lived** Name or *Name* is a self-chosen or personal and/or preferred professional name used instead of Legal Name. For UCR employees, UCPath will be the source of authority for name data. To designate a Lived Name as an existing employee, enter this information into the Personal Information screen 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.
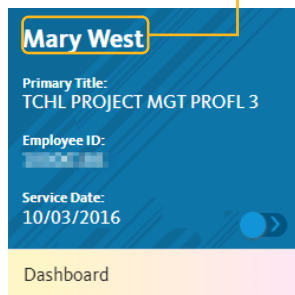
Under Employee Actions, go to Personal Information > Personal Information Summary > Legal Name/Name
Expand the Legal Name/Name screen

Mary West
Primary Title:
TCHL PROJECT MGT PROFL 3
Employee ID:
Service Date:
10/03/2016

Dashboard
PeopleSoft Homepage
Worklist
Bookmarks
Employee Actions
Performance Workcenter
Forms Library
Quicklinks
Help / FAQ

2

PERSONAL INFORMATION SUMMARY

Mary West

➕ Expand All   ➖ Collapse All

Legal Name/Name

3 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) 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

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) 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

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) 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

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

4 Once a self-chosen name is added, select **"OK."** The self-chosen name will appear in the First Name, Last Name fields, then click **"OK"** again. The next screen will show your Name and Legal Name, which has no dependency on what's been input on the previous screen. Proceed by clicking **"Submit."**

5 At this time, 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:
Service Date:
10/03/2016