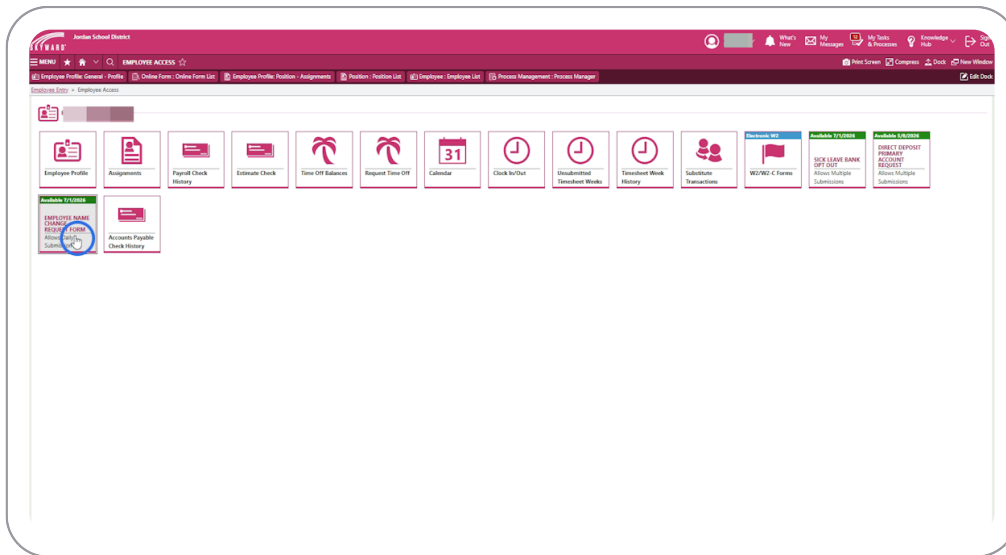
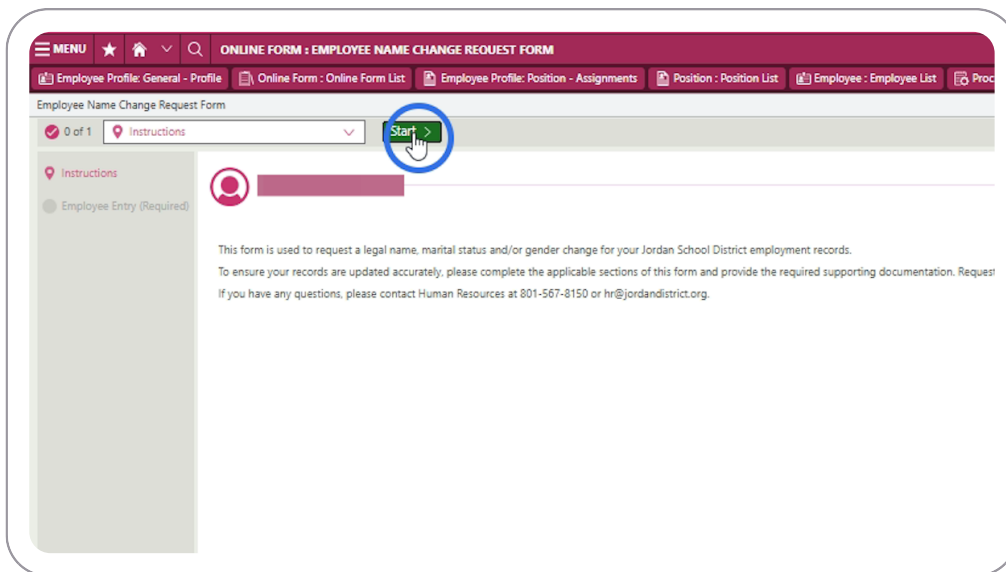


# Employee Name/Marital Status/Gender Change Request

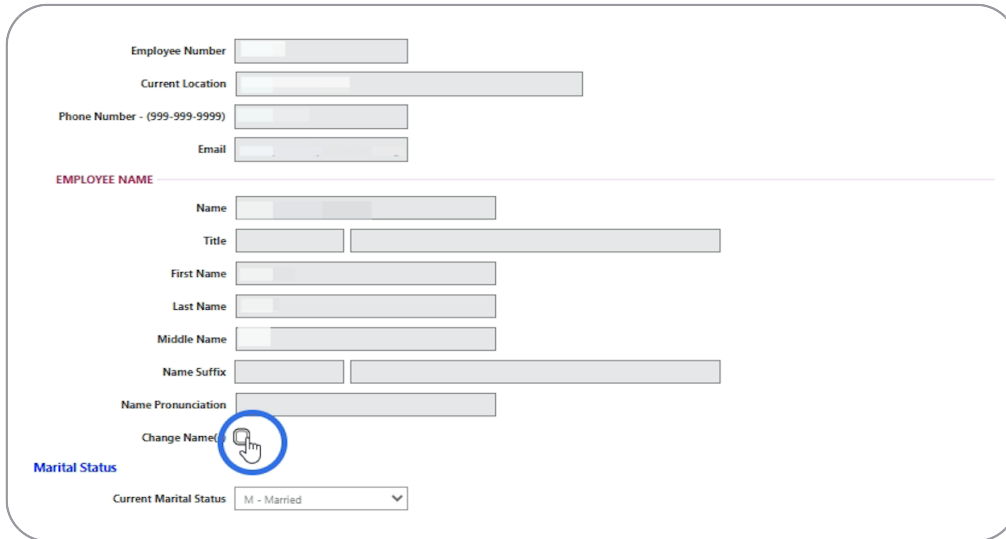
- 1 Log in to your Qmlativ Employee Access and click on the Employee Name Change Request Form Tile



- 2 Click here



- 3 Verify your name information. If changes are needed, check the "change name" box.



Employee Number

Current Location

Phone Number - (999-999-9999)

Email

**EMPLOYEE NAME**

Name

Title

First Name

Last Name

Middle Name

Name Suffix

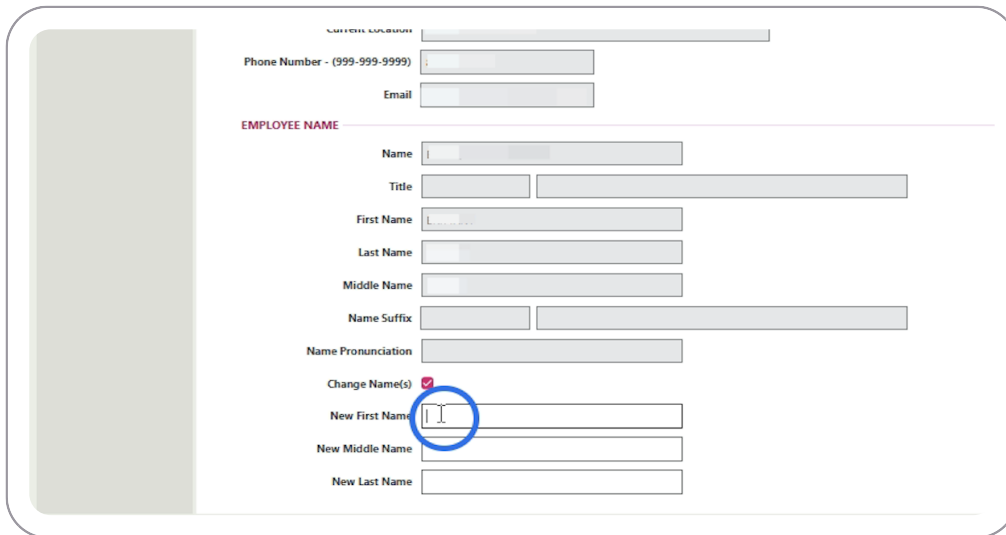
Name Pronunciation

Change Name(s)

**Marital Status**

Current Marital Status

- 4 Enter your new name in the boxes below.



Current Location

Phone Number - (999-999-9999)

Email

**EMPLOYEE NAME**

Name

Title

First Name

Last Name

Middle Name

Name Suffix

Name Pronunciation

Change Name(s)

New First Name

New Middle Name

New Last Name

- 5 Reminder: HR must receive a copy of your Social Security card showing your new legal name before this change will be processed.

To process your name change, Human Resources must receive a copy of your Social Security card showing your new legal name. Please bring your new Social Security card to the Human Resources Office. Your name change request will not be processed until Human Resources has received and verified your new Social Security card.

- 6 If you need to updated your marital status, check the "Change Marital Status" box.

To process your name change, Human Resources must receive a copy of your Social Security card showing your new legal name.  
Please bring your new Social Security card to the Human Resources Office.  
Your name change request will not be processed until Human Resources has received and verified your new Social Security card.

**Marital Status**

Current Marital Status

Change Marital Status 

**Gender**

Gender


- 7 Use the drop down to select new marital status.

Please bring your new Social Security card to the Human Resources Office.  
Your name change request will not be processed until Human Resources has received and verified your new Social Security card.

**Marital Status**

Current Marital Status

Change Marital Status

Update My Marital Status To: 

For insurance purposes, a marital status change may be a qualifying event. Changes must be submitted within 30 days of the event. For changes to insurance, including beneficiary changes, contact the Insurance Department at (801)-567-8341.

- 8 Reminder: This change may be an indicator of a qualifying event for insurance purposes. Please contact the Insurance Department as soon as possible.

Update My Marital Status To:

For insurance purposes, a marital status change may be a qualifying event. Changes must be submitted within 30 days of the event. For changes to insurance, including beneficiary changes, contact the Insurance Department at (801)-567-8341.


**Gender**

- 9 If you need to change your gender, check the "Change Gender" box.

For insurance purposes, a marital status change may be a qualifying event. Changes must be submitted within 30 days of t

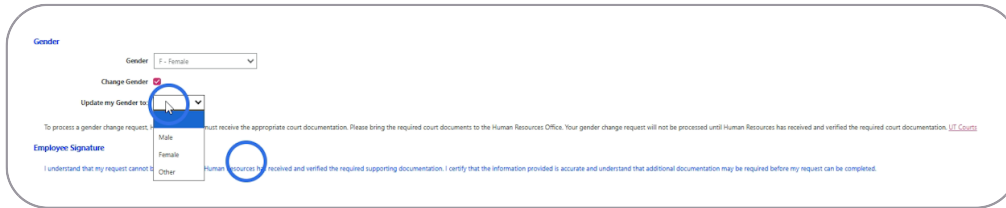
**Gender**

Gender

Change Gender 

# Employee Name/Marital Status/Gender Change Request

10 Use the drop down to select the new gender.



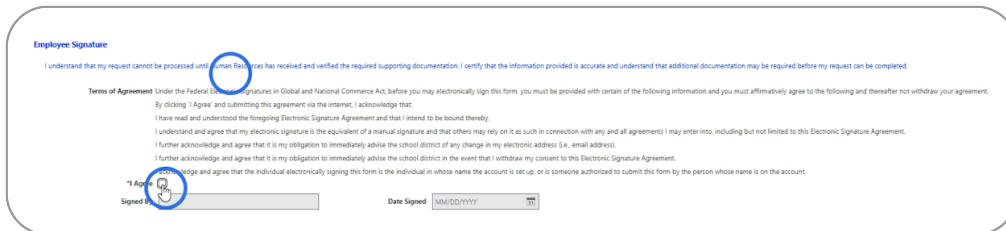
The screenshot shows the 'Gender' section of the form. At the top, there is a dropdown menu currently set to 'F - Female'. Below it, a 'Change Gender' checkbox is checked. Underneath, there is a section titled 'Update my Gender to' with a dropdown menu. A blue circle highlights this dropdown menu, which is open and shows options for 'Male', 'Female', and 'Other'. A blue circle also highlights the 'Other' option. Below the dropdown, there is a line of text: 'To process a gender change request, Human Resources must receive the appropriate court documentation. Please bring the required court documents to the Human Resources Office. Your gender change request will not be processed until Human Resources has received and verified the required court documentation. [UT Court](#)'. Below this is the 'Employee Signature' section with a line of text: 'I understand that my request cannot be processed until Human Resources has received and verified the required supporting documentation. I certify that the information provided is accurate and understand that additional documentation may be required before my request can be completed.'

11 Reminder: HR must receive the appropriate course documentation before this request will be processed.



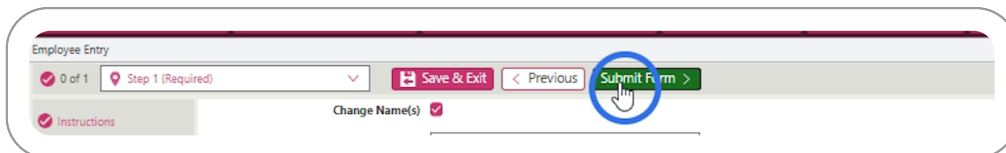
The screenshot shows a line of text: 'To process a gender change request, Human Resources must receive the appropriate court documentation. Please bring the required court documents to the Human Resources Office. Your gender change request will not be processed until Human Resources has received and verified the required court documentation. [UT Court](#)'. Below this is the 'Employee Signature' section.

12 Sign the form by checking the "I Agree" box.



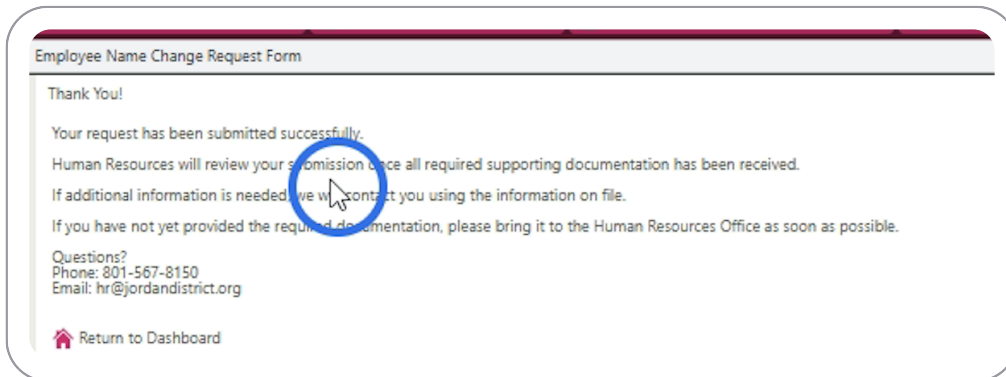
The screenshot shows the 'Employee Signature' section. At the top, there is a line of text: 'I understand that my request cannot be processed until Human Resources has received and verified the required supporting documentation. I certify that the information provided is accurate and understand that additional documentation may be required before my request can be completed.' Below this is the 'Terms of Agreement' section. A blue circle highlights the 'I Agree' checkbox, which is checked. Below the checkbox is a 'Date Signed' field with a calendar icon. The text below the checkbox reads: 'Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this form you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement. By clicking "I Agree" and submitting this agreement via the internet, I acknowledge that: I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby. I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement. I further acknowledge and agree that it is my obligation to immediately advise the school district of any change in my electronic address (i.e., email address). I further acknowledge and agree that it is my obligation to immediately advise the school district in the event that I withdraw my consent to this Electronic Signature Agreement. I further acknowledge and agree that the individual electronically signing this form is the individual in whose name the account is set up, or is someone authorized to submit this form by the person whose name is on the account.'

13 Click Submit Form at the top of the form.



The screenshot shows the top of the form. At the top, there is a header 'Employee Entry'. Below this is a progress bar showing '0 of 1' steps, with 'Step 1 (Required)' selected. To the right of the progress bar are three buttons: 'Save & Exit', 'Previous', and 'Submit Form'. A blue circle highlights the 'Submit Form' button. Below the progress bar is a section titled 'Change Name(s)' with a checked checkbox and a text input field. Below this is a section titled 'Instructions' with a checked checkbox and a text input field.

- 14 Your request has been submitted to HR. Please bring any required documentation in to HR as soon as possible to finalize your request.



The screenshot shows a confirmation page titled "Employee Name Change Request Form". The text on the page reads: "Thank You! Your request has been submitted successfully. Human Resources will review your submission once all required supporting documentation has been received. If additional information is needed, we will contact you using the information on file. If you have not yet provided the required documentation, please bring it to the Human Resources Office as soon as possible. Questions? Phone: 801-567-8150 Email: hr@jordandistrict.org". A blue circle highlights the word "we" in the sentence "If additional information is needed, we will contact you using the information on file." Below the text is a "Return to Dashboard" link with a house icon.