



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: EMPLOYEE NAME CHANGE

Procedure No.	HR-410-PR	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	HR-410	Effective Date	January 9, 2025

PROCEDURES

1.0 First Name Change

- 1.1 For implementation of a first name change, an employee must fill out the Name Change form under Personal Details on their [Employee Self-Service Homepage](#).

Specific conditions for a first name change will include but not be limited to:

- Change of first name only;
 - A maximum number of characters based on system capability; and
 - No special characters.
- 1.2 No government documentation is required to verify the first name change.
- 1.3 Employees are advised to contact hrrservicecentre@cna.nl.ca or the Department of Human Resources for questions regarding this process.
- 1.4 The Department of Human Resources reserves the right to deny or remove a first name change if it is used for an inappropriate purpose including, but not limited to, offensive or derogatory language, misrepresentation, or avoiding legal obligations. First name changes may also be assessed for compliance with CNA policies under the Employee Code of Conduct (HR-403).

- 1.5 For any occurrences where the Policy is not being recognized, employees may contact the Department of Human Resources to determine recourse.

2.0 Legal Name Change

- 2.1 Employees are directed to pursue an official legal name change through the Government of Newfoundland and Labrador's [Digital Government and Service NL](#) prior to requesting a legal name change from College of the North Atlantic (CNA). Employees should acquire the necessary government issued identification to request a legal name change with CNA.
- 2.2 For a legal name change, employees log into PeopleSoft Human Resources and select Name under Personal Details from the Employee Self Service Homepage. The new legal name information can be added and submitted electronically to the Department of Human Resources.
- 2.3 Government issued identification showing proof of a legal name change, must accompany the request for a legal name change. Copies of the Government issued identification will not be kept as part of CNA records.
- 2.4 Employees are advised to contact hrrservicecentre@cna.nl.ca or the Department of Human Resources for questions regarding the legal name change process.

3.0 Responsibilities

- 3.1 All CNA community members are responsible for being respectful of employees who have implemented a name change.
- 3.2 Employees are responsible for the provision of necessary documentation for the CNA legal name change process.
- 3.3 Employees, in conjunction with the Department of Human Resources, will determine the need for internal communications regarding name changes to relevant CNA community members and the timelines associated with this notification process.
- 3.5 Employees are responsible for informing external agencies, and resolving any discrepancies (e.g., email addresses), of any name change in accordance with the requirements of those agencies.
- 3.6 Employees are responsible for reviewing supplemental documentation entitled: What to Expect when Making an Employee Name Change.

- 3.7 The Department of Human Resources is responsible for the modification, maintenance, and retention of employee records in accordance with the Records and Information Management Policy (CS-323).

Approval History	
Approved by President	December 17, 2024