

Legal Name Changes:

Step 1: Legally change name with Social Security Administration.

Step 2: Complete Name Change Form <http://usfweb.usf.edu/human-resources/resources/showfile/2/50>. Please include a copy of the legal supporting documentation (I.E.: marriage certificate, divorce decree, etc.) that substantiates the reason for the name change.

Step 3: Submit completed form and documentation to hr-records@usf.edu.

Please allow 48-72 hours for processing.

Request to Display a Preferred Name:

Requests can be sent via email to the IT Help Desk team at help@usf.edu. This does not change the legal name in GEMS, but rather gives employees the ability to use a nickname (e.g. Bill or Bob.)

Requests to Update NetID:

Requests should be submitted to IT Help Desk at help@usf.edu.