

Change Payroll Name

1. [Search for an Employee.](#)
2. From the *Employee-Appointment Menu* screen, select **Employee Info**
3. From the *Employee Information* screen, modify the **Payroll Name** in the appropriate **Last Name, First Name, Middle Name and Suffix Name** fields. Select **Update**.

Note: A Change to the **Payroll Name** must be accompanied by a new W4. The Primary Name cannot be changed via the Employee Information screen; it is updated only on the Additional Names screen. The Payroll Name is an employee's legal name that should be reflected on the W-4. The Primary Name can be different from the Payroll Name. Because they can be different, PHR does not automatically update both when one is updated. You must update both screens (Additional Names for Primary Name and Employee Information for Payroll Name) if you want to change both names.