

I. Overview

The purpose of this procedure is to ensure UACCB employees have the correct steps to document major life changes.

II. Practice

- 1) Employees wanting to make a legal name change, need to provide a copy of the updated Social Security card with that name on it. This function can be done directly in Workday with the file uploader.
- 2) Employees updating their education credentials need to have official, sealed transcripts sent to Human Resources. Official, sealed transcripts can be delivered by the employee or sent from the educational institution. This function cannot be done directly in Workday.
- 3) Employees updating their marriage status need to provide a copy of the marriage certificate, divorce paperwork, or appropriate documents. This function can be done directly in Workday with the file uploader.
- 4) Employees making dependent changes need to provide a copy of new dependent birth certificates or appropriate documents. This function can be done directly in Workday with the file uploader. The

III. Clarifying Points

- 1) The appropriate attachment must be present in any major life change request in Workday. Requests that do not have the necessary documentation will be returned to the employee or denied.

Adopted: August 4, 2021