



**Policy Number:** CS-1319-2017  
**Policy Title:** Change of Employee Name Policy  
**Policy Owner:** Chief Human Resources Officer  
**Effective Date:** January 18, 2017  
**Last Revised:** November 16, 2020

**In light of COVID-19, please note the following changes to the Change of Employee Name Policy effective immediately and until further notice:**

- Form drop off to Human Resources (F102) and/or requirement to submit documents "in person" are temporarily suspended
- Submit all employee name change enquires and/or forms via email to [askHR@mohawkcollege.ca](mailto:askHR@mohawkcollege.ca). An HR Representative will respond and provide guidance regarding next steps in the remote process.

### **1. Purpose**

This policy outlines the process for employees to change their name in College records and to ensure appropriate processes are in place to maintain the integrity of College records.

### **2. Application and Scope**

This policy applies to an employee requesting a legal or preferred name change on College records. This policy does not apply to preferred names as they appear on third party records (CAAT pension, benefits, federal and provincial medical documentation etc.).

### **3. Definitions**

**"Employee & Benefit Record"** means a collection of personal information that is organized and capable of being retrieved using an employee's name or employee number.

**"Legal Name"** is the name an individual is registered under in a province or in Canadian immigration documents.

**"Name"** is a word or combination of words by which a person is designated, called or known.

**"Preferred Name"** is a name that you commonly use that is different from your legal name.

**"Requestor"** includes a current or former employee of Mohawk College.

**"Social Insurance Number (SIN)"** is a Service Canada issued nine-digit number required to work in Canada or have access to government programs and benefits.

#### **4. Principles**

The College is committed to maintaining the integrity of its employee records. Good governance of College records necessitates a protocol be followed when altering a person's name.

The College acknowledges that an employee's preferred name should be used whenever possible to ensure a supportive, healthy and welcoming environment.

#### **5. Accountability and Compliance**

##### **5.1 Accountability Framework**

This policy has been approved by the Senior Leadership Team.

##### **5.2 Compliance**

The Chief Human Resources Officer is responsible for monitoring the effectiveness of this policy and revising this policy according to an established schedule or more frequently in response to feedback from the College Community.

#### **6. Rules**

Employees and former employees may request a legal or preferred name change to be used on applicable College records. The College will provide guidance and support throughout the name change process.

The College will retain a record of all first, middle and last names as part of the individual's record. The information will be stored in a secure location and access will be limited to those with a legitimate business need to access the information in order to protect the privacy of the employee.

In cases where a preferred name change is completed, benefit/pension and tax forms will reflect the employee's legal name.

##### **6.1 Legal Name Change**

Current and former employees requesting a legal name change must complete and sign the 'Legal Name Change Form (Attachment 1).' Government issued identification using the new legal name (driver's license, passport, marriage certificate, etc.) must be submitted with the completed form in person, to the HR Assistant in the HR Department to initiate changes to College records. In the event that you are an employee at a satellite campus, please provide your government issued identification to your manager to validate, and they will send a copy via interoffice mail/ email to Human Resources. Human Resources will update the employee information systems accordingly.

## **6.2 Employee Preferred Name Change**

Employees requesting a preferred name change must complete and sign the 'Preferred Name Change Request Form (Attachment 2).' Documentation received from the employee will be stored in a secure location with restricted access to protect the privacy and rights of the requestor.

The College will update the appropriate College records to reflect the preferred name.

Pension, Benefit and government agencies such as the CRA may not recognize or accept a preferred name for legal purposes. Employees are responsible for resolving name discrepancies with external organizations according to the policies and procedures of those organizations.

## **7. Policy Revision Date**

### **7.1 Revision Date**

November 2025

### **7.2 Responsibility**

Human Resources is responsible for ensuring that employee records are entered, maintained and modified in accordance with this policy.

Information Technology is responsible for developing and implementing the workflow and process for name changes to be captured in systems (Banner, Active Directory, LMS Systems, ONE card, email, etc.) and ensuring previous names are to be retained for historical purposes. The information will be stored in a secure location and access will be limited to those with a legitimate business need to access the information in order to protect the privacy of the employee.

The Chief Human Resources Officer is responsible for reviewing this policy every five years or earlier when required.

## **8. Attachments**

Appendix A - Name Change Procedures

Attachment 1 - Legal Name Change Form

Attachment 2 - Preferred Name Change Form

## **9. Specific Links**

GC-4301-1982 Respectful Workplace (Harassment & Discrimination) Policy

SS-3106-1978 Access to Student Records Policy

SS-3207-2017 Change of Name for Students Policy

CS-1301-2013 Contents of and Access to Personnel Files

[Criminal Code, RSC 1985\\_46/latest/rsc-1985-c-c-46.html](https://www.legislature.on.ca/html/legislation/legislation.html?document=1&document_id=1985_c_c_46)

[Ontario Human Rights Code](#)

[Change of Name Act, R.S.O. 1990](#)



## **Appendix A Name Change Procedures**

**P1.** Employees are directed to Human Resources with their original government issued identification.

**P2.** For employees with pension and/or benefits, a representative from Human Resources will reach out to update required paperwork.

### **Legal Name Change for Employees with Benefits and/or Pension**

**P3.** The Compensation and Benefits Consultant (C&BC) or Human Resources Assistant (HRA) will explain the process for an employee to change their Legal Name. The employee is provided with the Legal Name Change Form to complete and provide appropriate documentation.

**P4.** Documentation is verified by the HRA (or manager for employees at satellite campuses) before the updates are applied to the system. A Compensation & Benefits Consultant (C&BC) will connect with the employee regarding changes to employee benefit and/or pension paperwork (if required). The legal name change will be communicated with Payroll and IT, in order to update all payroll related documents and the employees email address.

**P5.** A copy of the documentation provided by the employee will be filed in their employee record.

**P6.** Employee will receive an email once the name change has been completed in the system. Once the name change has been completed, the employee will need to visit the ONE CARD office to pick up their new card. (Allow 24 hours for the change to be processed. There will be no cost associated with the new card as long as the old card is submitted upon pick up).

### **Legal Name Change for Employees, not enrolled in Benefits or Pension**

**P7.** The HRA will explain the process for an employee to change their Legal Name. The employee is provided with the Legal Name Change Form to complete and provide appropriate documentation.

**P8.** Documentation is verified by the HRA (or manager for employees at satellite campuses) before the HRA updates the employees information in the system. The legal name change will be communicated with Payroll and IT, in order to update all payroll related documents and the employees email address.

**P9.** A copy of the documentation provided by the employee will be filed in their personnel file.

## Preferred Name Change for Employees

**P10.** If the Requestor requires additional information on the name change process, they can review this information with the HRA, or set up an appointment with an HR Consultant. Appointments can be requested in person or via [askHR@mohawkcollege.ca](mailto:askHR@mohawkcollege.ca).

**P11.** If appointments are requested, a representative from Human Resources will meet with the employee and will explain details on the Preferred Name Change Request Form highlighting:

- benefit, pension and payroll records will not be changed to reflect preferred name;
- some external institutions may not recognize or accept a preferred name for legal purposes;
- options for updating College records related to
- employee information system, email, identification card;
- inconsistency between preferred name used by the College and the name used by external organizations may cause unexpected difficulty;
- that it will be the employee's responsibility to resolve discrepancies.

**P12.** Following the employee initialing and signing off on the Preferred Name Change Request Form the HRA will:

- Complete the form to verify update has been made in system
- file the form in their Personnel file
- contact I.T. to change the employees email address based on the signed form.

**P13.** Employee is advised to visit the ONE Card office for a new identification card. (There will be no cost associated with the new card as long as the old card is submitted upon pick up)



## Legal Name Change – Request Form

---

**Please note:** This form applies to Legal Name Changes only. Original Government issued identification using the new legal name (driver’s license, passport, marriage certificate, etc.) must be submitted with the completed form in person to the Human Resources Department (F102, Fennell campus). If you are at a satellite campus please provide your government issued identification to your manager to validate and submit to Human Resources.

The following will be updated with the new legal name: Pay Statement, T4s, Employment Documents, One Card, Email Address, and Benefits

### EMPLOYEE IDENTIFICATION – CURRENT INFORMATION (Please Print)

---

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Department	MyMohawk ID	Status (FT or PT)

---

### LEGAL NAME CHANGE INFORMATION (Please Print)

---

_____	_____	_____
Last Name	First Name	Middle Name
_____		
Effective Date of Change (DD/MM/YYYY)		

---

I authorize Mohawk College to update my employment records with my legal name change.

_____	_____
Employee Signature	Date (DD/MM/YYYY)

---

### INTERNAL HR USE ONLY

---

Banner	Payroll
SunLife	IT (Email)
CAAT Pension	Copy of Identification

---



## **Preferred Name Change – Request Form**

---

**Please note:** This change will only impact the employee record and email address.

Please complete this form and provide to Human Resources (F102, Fennell)

### **EMPLOYEE IDENTIFICATION – CURRENT INFORMATION (Please Print)**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
MyMohawk ID

\_\_\_\_\_  
Status (FT or PT)

---

### **PREFERRED NAME CHANGE INFORMATION (Please Print)**

\_\_\_\_\_  
Preferred Last Name

\_\_\_\_\_  
Preferred First Name

\_\_\_\_\_  
Preferred Middle Name

\_\_\_\_\_  
Effective Date of Change (DD/MM/YYYY)

---

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

---

### **INTERNAL HR USE ONLY**

Banner

IT (MyMohawk, Email)

---