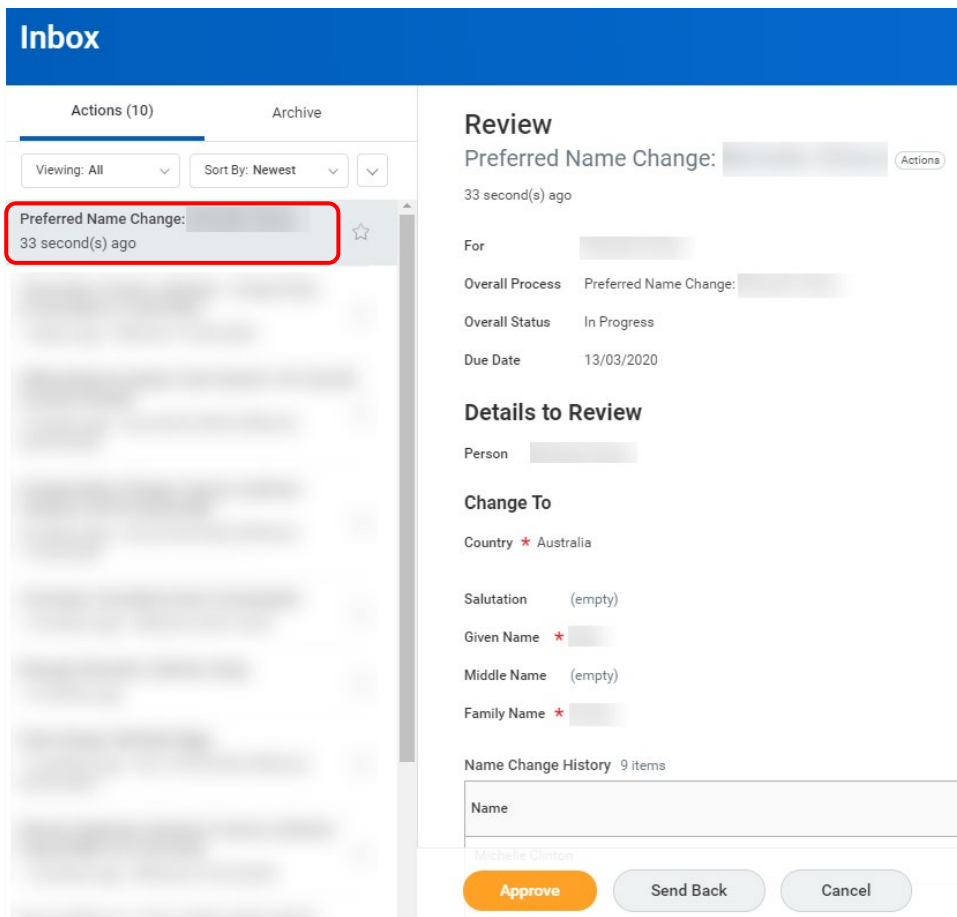


After an employee submits a preferred name change, their supervisor will receive a Workday inbox action to approve the change.

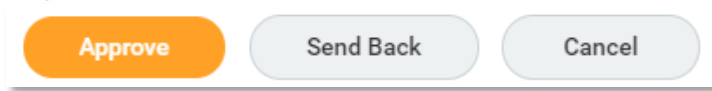
Navigate to your inbox

Select the *Preferred Name Change Review* from the list on the left.

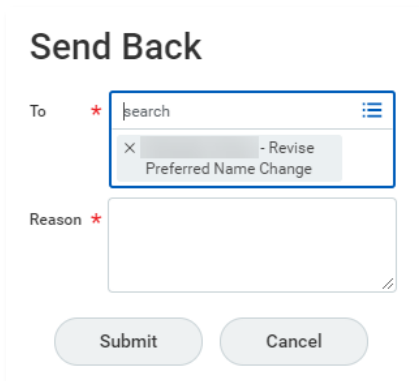


Complete a review of the name change ensuring the name requested is appropriate. *If you are unsure how to respond to a request for change that you feel is not appropriate, please contact your P&C Coordinator or Business Partner for support.*

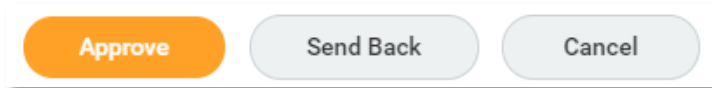
Once you have completed your review, you may *Approve* or *Send Back* the request. Note: if you choose *Cancel* you are only closing the action and nothing will occur on the request.



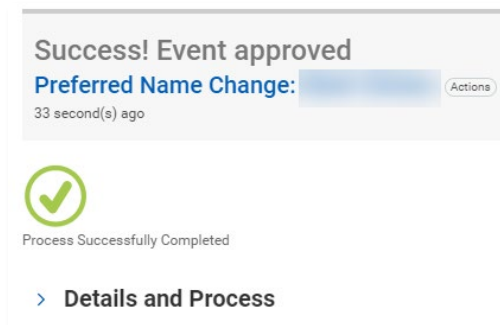
If your decision is to send back the request, the initiator's details will appear in the *To* field. Add the details required in the *Reason* field and click *Submit*.

A form titled 'Send Back'. It has a 'To' field with a search icon and a dropdown menu showing '- Revise Preferred Name Change'. Below it is a 'Reason' field with a red asterisk and a text area. At the bottom are 'Submit' and 'Cancel' buttons.

If your decision is to approve, click *Approve*.



The *Success! Event approved* screen will appear and the change will take effect.



The employee will receive a notification of the change.