Student classified as employee if working

Students go directly to HR if they are employee

Give them notification to go to HR if they go to AR

Completed/rejected with note🡨 tracking

No time restriction to apply

Retrieval is electronic, name change process is done manually

Possibly put name change form with documents through tusafesend

Possibly tell applicants where their name change will or wont take effect

Applicant chooses why they are changing name: typo/name change

If they choose typo there should be a threshold to determine if it was actually typo

Believe length 60 max for name(characters)

Can only be alphabet unless legal name has a number

In the beginning, note that employees must go to HR

Non-employee requesters

Single sign on into portal

User clicks a link to a different website

Reference number to documents from tusafesend