

ADP

Name Change Instructions

Preferred Name /Chosen Name and Pronouns

Changing Preferred or Chosen Name and Pronouns

Step 1

The screenshot shows the ADP Home Screen navigation menu. The 'Myself' dropdown menu is open, showing the following options:

- My Information
 - Profile
- Talent
 - Career Center
- Employment
 - Organizational Chart
 - My Documents
 - Surveys
- Pay
 - Calculators
 - Payment Options
 - Tax Withholdings
 - Pay & Tax Statements
- Time & Attendance
 - My Timecard
 - Actual vs Scheduled
 - My Schedule
 - Holiday List
 - Attendance
- Time Off
 - My Time Off
- Benefits
 - Employee Discounts - LifeMart

1. At the ADP Home Screen Select “Myself”


2. Then select “Profile”

Step 2: Changing Preferred or Chosen Name and Pronouns

Profile






Your Name will display here

 VIEW ORG CHART

 Contact Preferences


Personal Info


 (908) 


 .com


View more

Work Info

 POSITION ID: PYM001120

 Hire Date: 08/22/2022 (0 years 9 months)

 HR

 Add your mobile number

Pay Info

Compensation Show

\$XXXXXX.XXXXXXXXXXXXX

Regular Pay Rate Show

\$XXXX.XX

Pay Frequency

Click on View More

Step 3 Changing your Preferred or Chosen Name

[← Back](#) **Personal Info**

Name [?](#)

Legal Name

Enter the name that appears on your government-issued identification.

Legal First Name *

Legal Middle Name

Legal Last Name *

Your legal first, middle and last name will display here

Preferred or Chosen Name [?](#)

If you call yourself by a name that's different from your legal name, you can check the box and enter it. As you type, the Display My Name As field shows you the name ADP will use to identify you.

I use a name that's different from my legal name

Display My Name As:

Dianna M Sofo

This is the name ADP will show to your manager, coworkers, and HR administrators in employee search results and anywhere else your name is shown.

Preferred or Chosen First Name *

Preferred or Chosen Middle Name

Preferred or Chosen Last Name

Sofo

We filled in the last name, but you can

Click on this box

Enter your desired names
Then scroll down

Step 4 Changing your Pronouns

[← Back](#) **Personal Info**

Generation Suffix

Professional Suffix

Other Last Names Used

Pronouns [?](#)



1. Click on the down arrow and select your pronouns
2. Then scroll all the way down and save