

# Alternate/Preferred/Chosen Name Request For CMU Staff/Temporary employees only

CMU uses multiple software systems and applications to manage its operations and processes. By completing this request form only Human Resources software systems (including the CMU online directory and Microsoft Outlook address book) will be updated with your alternate/preferred/chosen name where appropriate. (Please note that CMU Human Resources will continue to use your legal name as required for business and legal employment communications.)

The policy can be found at [https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03052.pdf?sfvrsn=cd5dab78\\_27](https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03052.pdf?sfvrsn=cd5dab78_27)

<b>Employee's Legal Name:</b>		<b>Campus ID#:</b>	
<b>Department:</b>		<b>Date:</b>	
<b>Alternate/Preferred/Chosen Name</b>			
<b>First</b>	<b>Middle(optional)</b>	<b>Last</b>	

**Signature** \_\_\_\_\_

Return to Employment Services, Rowe 109 or [emplsvcs@cmich.edu](mailto:emplsvcs@cmich.edu)