How to Change a Staff Member’s Name on Cloud

Staff Records · https://cclearninghub.co.uk/docs/how-to-change-a-staff-members-name-on-cloud/

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Kieran Worth

This guide explains how to update a staff member’s personal details in the HR App. It provides simple steps that show you how to open the staff record, access the personal information section, and make changes such as updating their name fields. This feature is useful when staff members have changes to their personal information, including name updates after marriage, corrections to spelling, or adjustments to official records. Keeping personal details accurate helps ensure payroll, compliance, and reporting remain correct. Use this guide whenever you need to review or update a staff member’s basic personal information.

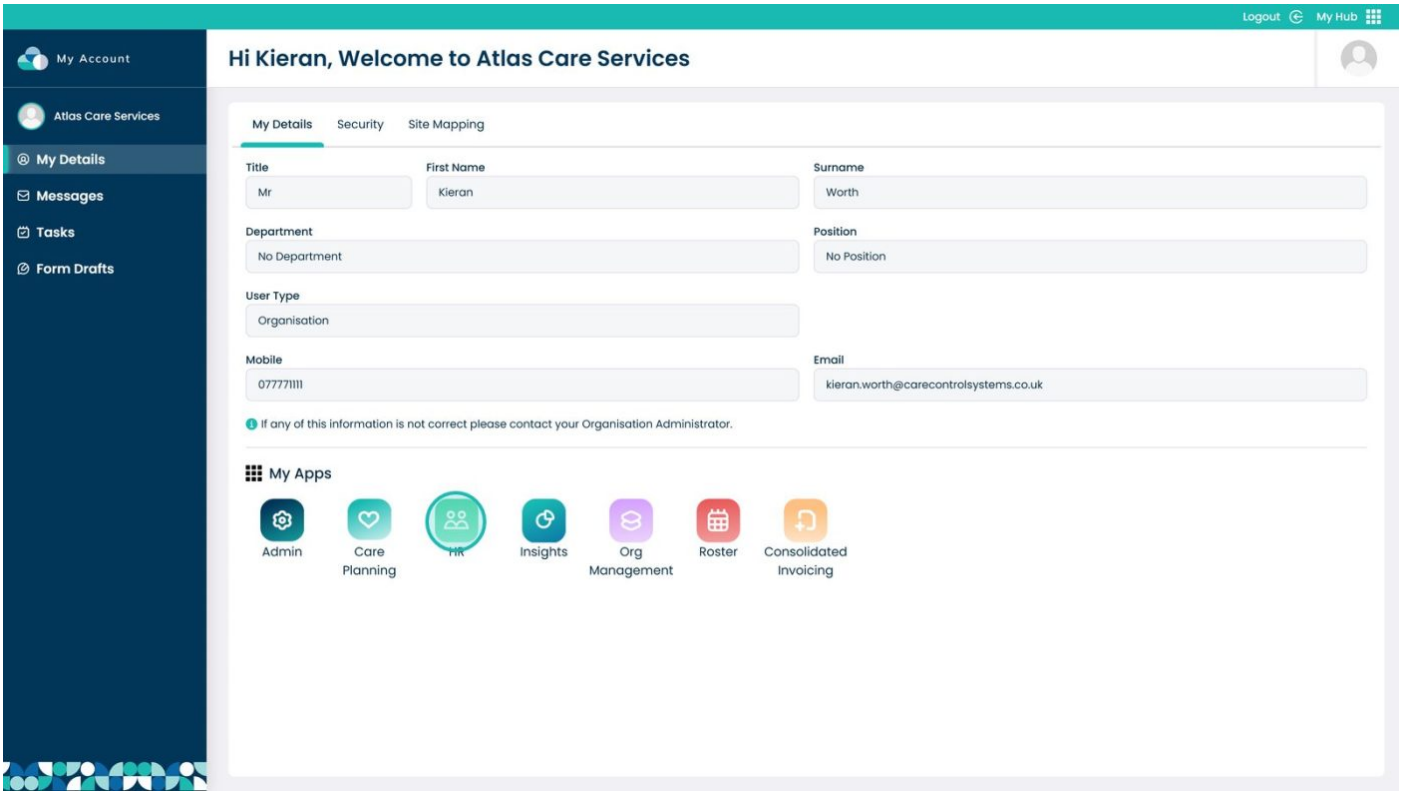
Interactive Guide

Embedded media:

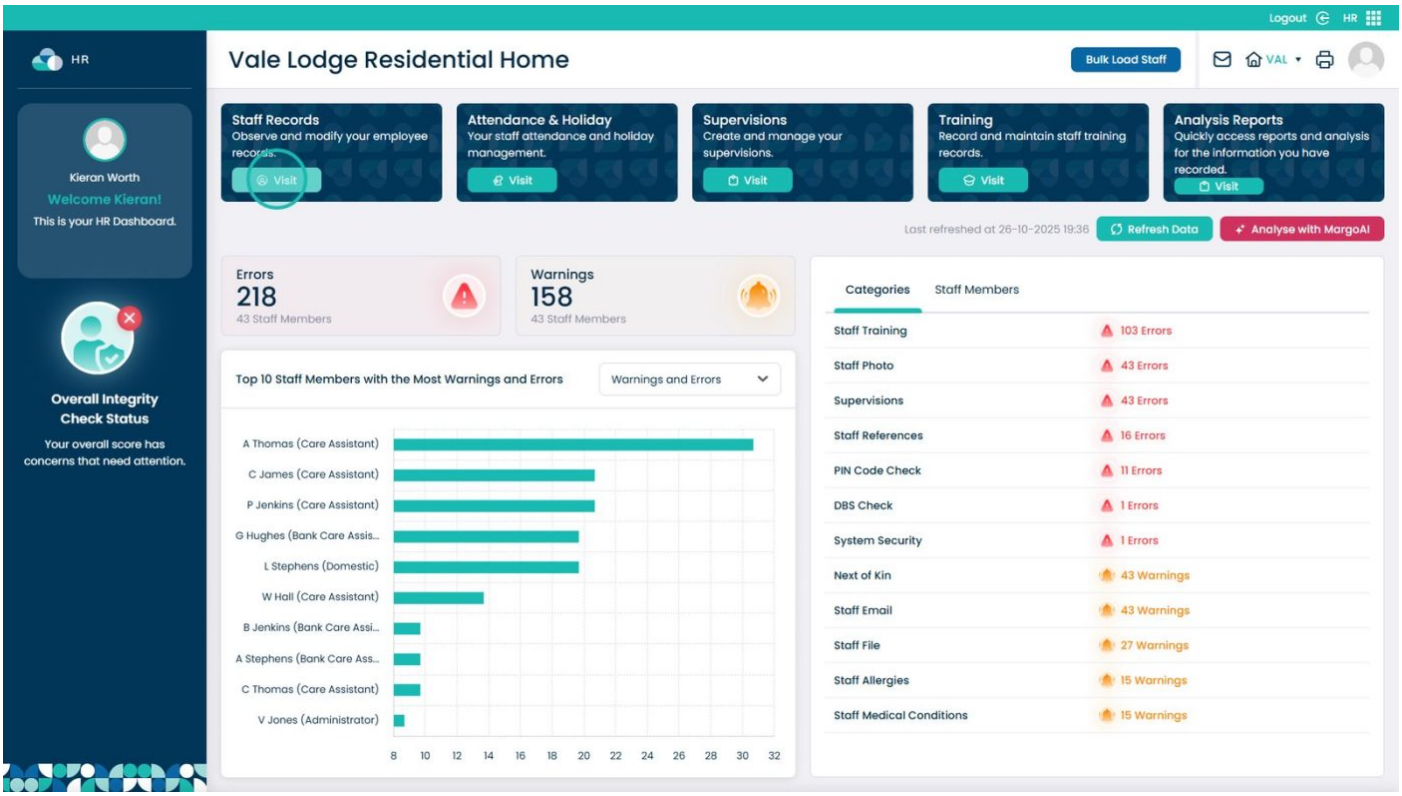
https://demo.arcade.software/cIAJeqXfYzNXKHK22BsK?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link

Text based guide

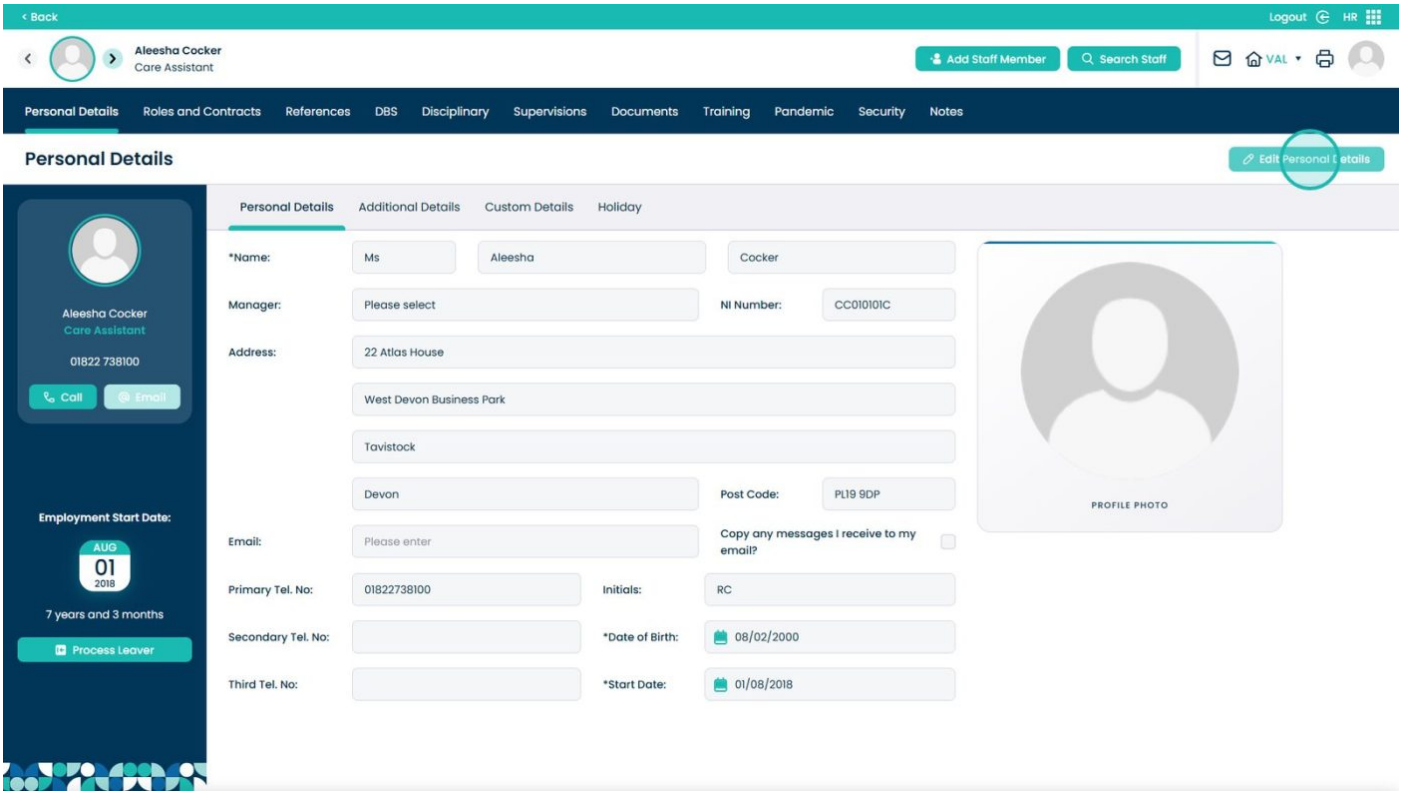
Enter the HR App



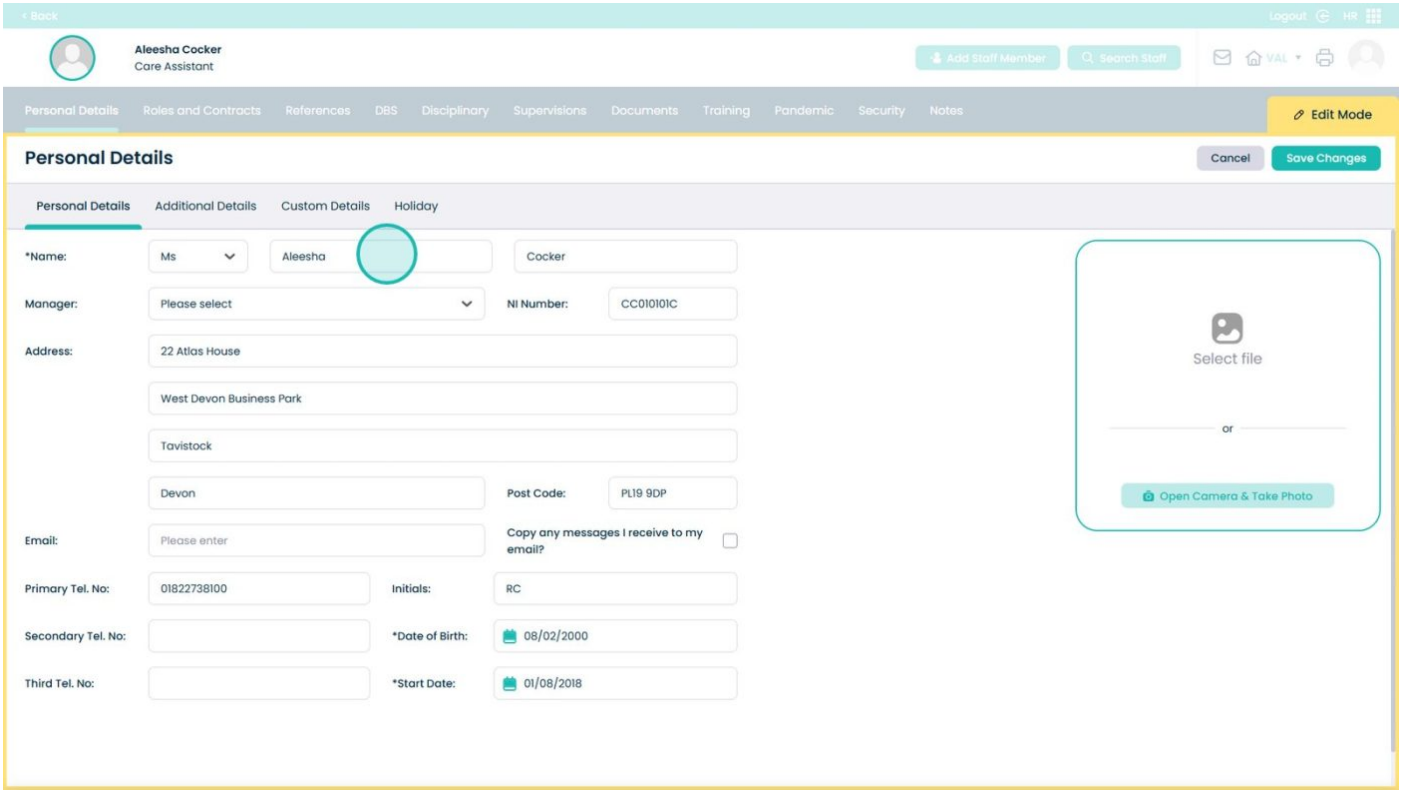
Select Visit under Staff Records



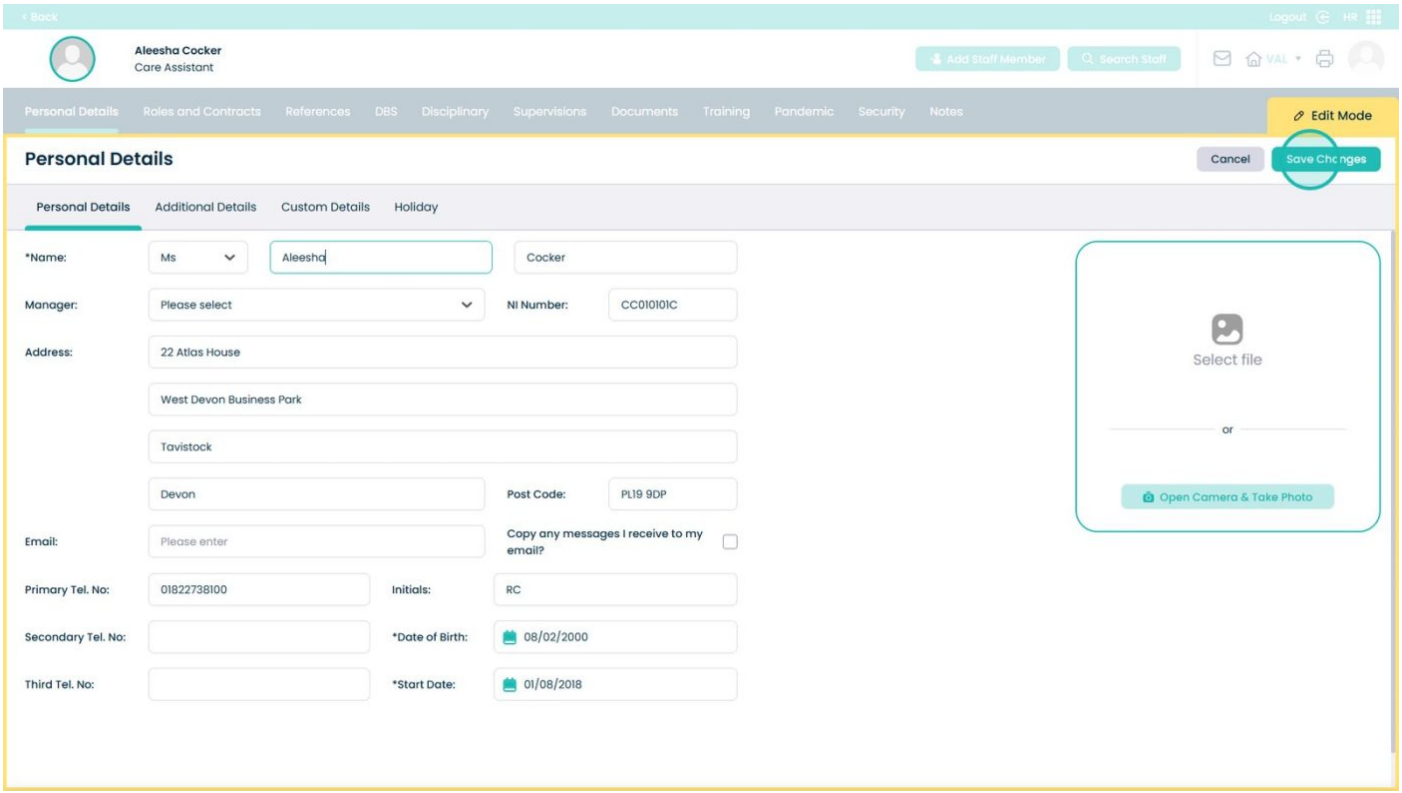
On the staff record, click Edit Personal Details



On the Name section you can modify Title, First Name and Surname



Click Save Changes when finished



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