HR/CMS – Payroll System – Commonwealth of Massachusetts
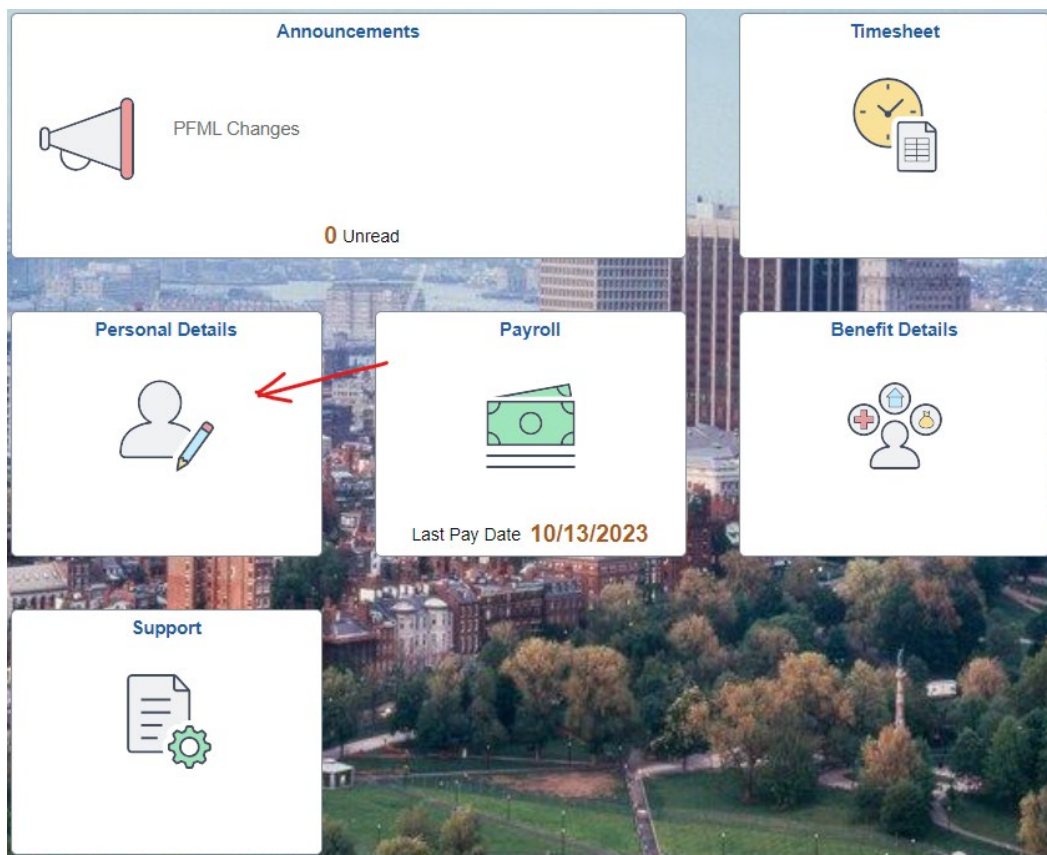
Preferred First Name

A preferred or chosen name is the name a person wants or has elected to be called. A preferred or chosen name is not a person's legal first name. For example, using Beth instead of Elizabeth or Ben instead of Benjamin.

Employees will have access within the Employee Self-Service to view, add, update, and delete their **Preferred First Name**.
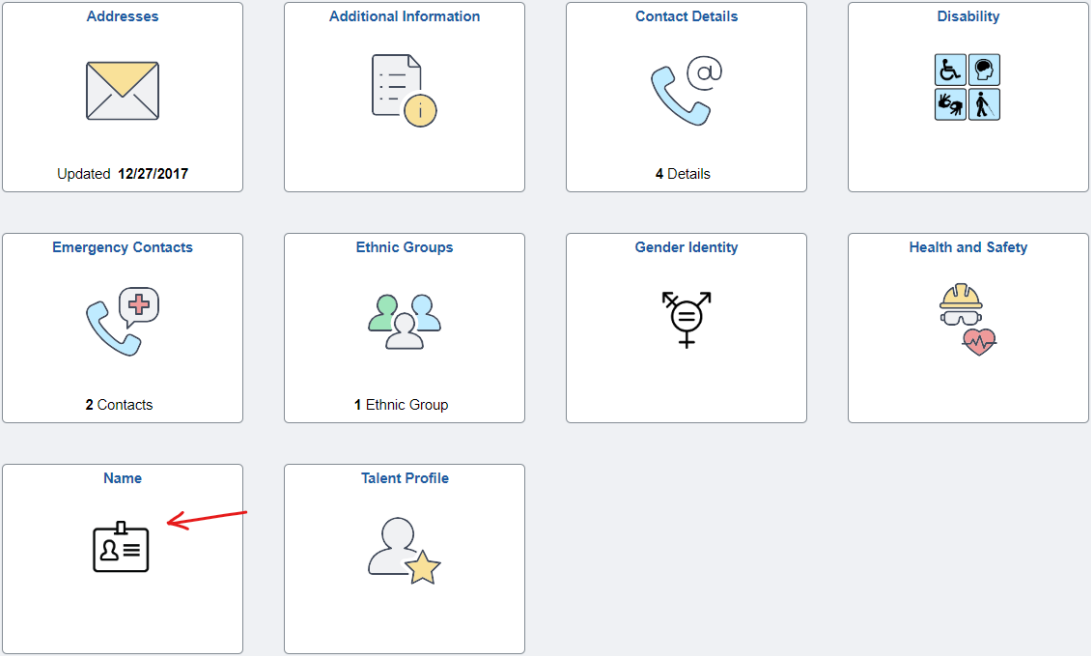
View/Add/Update Employee Preferred First Name:

| Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Employee Self-Service homepage, select the **Personal Details** tile.

3.   On the **Personal Details** page, select the **Name** tile.

4.   On the **Personal Details** page, select the greater than arrow (>) located under the **Name Details** grid to the right of employee name row. The **Name** window will appear.
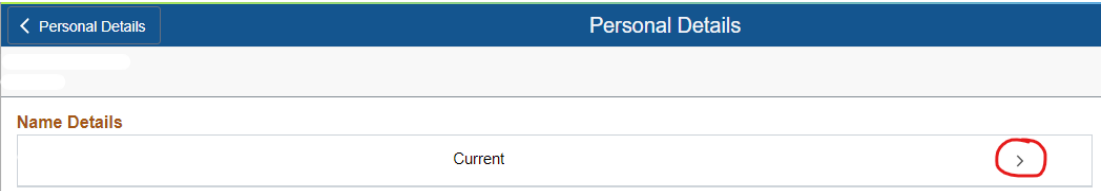
5.   In the **Name** window, **Add** or **Update** your preferred name in the **Preferred First Name** field.

6. Please be sure to verify the information you have entered is accurate.

7. Select the **Save** button.

8. You have now returned to the p**ersonal Details** page.

    Select the **Personal Details** button at the top left of the page to return to the **Personal Details** tile screen or use the **Home** icon at the top right of the page to return to the Employee Self Service Homepage.

Delete Employee Preferred First Name:

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Employee Self-Service homepage, select the **Personal Details** tile.
3.	On the **Personal Details** page, select the **Name** tile.
4.	From the **Personal Details** page, select the greater than arrow (>) located under the **Name Details** grid to the right of employee name row. The **Name** window will appear.

5.   **Delete** your preferred name in the **Preferred First Name** field.

7.   Select the **Save** button.

8.   You have now returned to the **Personal Details** page.

Select the **Personal Details** button at the top left of the page to return to the **Personal Details** tile screen or use the **Home** icon at the top right of the page to return to the Employee Self Service Homepage.