HOW TO REQUEST A NAME CHANGE  
(Hernando County School District Employees Only)

If you need assistance with this process or with your user name or password or the My HR Docs option is not available to you, please contact HR and speak with one of the Employment Specialist at (352) 797-7070, ext. 440 or 460.

- Log into your Hire Enterprise employment application by typing the link below or you can go to hernandoschools.com/staff, find and open the form titled "How to Update Your Contact Information" and click the link located under the first bullet point.
  

- Click “Accept” at the bottom of the Disclaimer

- Click on “My Application” at the top of the page

- Click on “Transfer Application”

- Update your contact information

- Click on the “Save and Next” button at the bottom of the page

- At the top of the page, click on “My HR Docs” and select “My HR Home”

- Under “Quick submit form:’ select Update Contact Information

- Click the “Submit’ button

- Complete the form

- At the bottom of the form, click “Select an action”

- Select “Submit – Assign to ‘Employee Spec’ user

- Select your “Employee Spec” user (it does not matter which name you select, just pick one)

- Enter your password (it is the same as your Hire Enterprise employment application password)

- Add comments, if needed

- Click the “Submit” button

- Submit all of the information requested on the next page

(Revised 02/17/22)
REQUIRED DOCUMENT FOR A NAME CHANGE
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COMPLETE THE ATTACHED FORMS AND SEND TO HR - DO NOT EMAIL!

- Employee Questionnaire Form
- W-4 Form - Employee’s Withholding Certificate
- Form I9 – Employment Eligibility Verification (Page 1 only)
- Authorization - Agreement for Automatic Direct Deposit of Payroll Form (See Note)

Note: Payroll does not accept Bank Statements, Starter Checks, Business Checks, and Deposit Slips. You must attach a voided check to this form. Your new name must be imprinted on the check. Handwritten names will not be accepted. If you do not have a check, you must attach a signed letter on bank letterhead to include your new name, financial institution name, type of account (checking or savings), account number and routing number.

INCLUDE THE FOLLOWING ITEMS IN YOUR PACKAGE AND SEND TO HR - DO NOT EMAIL!

- A copy of your Marriage License or Divorce Decree
- A copy of your New Florida Driver’s License
- A copy of your New Social Security Card (See Note)

Note: Your Social Security Card must be signed and must match the name on the Florida Driver’s License.

If you are not able to visit HR in person with your completed items, please have the confidential secretary at your work site examine and initial a copy of your original Social Security Card and Florida Driver’s License before sending the items to HR.