



OLD DOMINION UNIVERSITY

University Policy

Policy #1070

CHANGES TO NAMES, ADDRESSES, AND ID NUMBERS (EMPLOYEES, STUDENTS, AND VENDORS)

Responsible Oversight Executive: Vice President for Human Resources, Diversity, Equity, and Inclusion

Date of Current Revision or Creation: March 15, 2024

A. PURPOSE

This policy establishes a uniform system to process informational records of employees, vendors, and students of Old Dominion University.

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations. This includes the authority to create policies and procedures regarding the input and maintenance of data in the Banner Administrative Information System.

C. DEFINITIONS

Banner Administrative Information System - The term used to reference the Ellucian information technology system, Banner®. Banner is the administrative software system used to manage student information, financial aid, finance, and human resources at Old Dominion University.

Legal Name – The name that is used for official governmental documents such as licenses, passports, or tax forms.

Preferred Name – The name designated by the individual as an alternative to their legal name.

D. SCOPE

This policy applies to all employees, students, and vendors of the institution (and their employees). Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session.

E. POLICY STATEMENT

The maintenance of consistent address, name, and social security number or Federal Employer Identification Number (FEIN) in Banner is assigned to the departments that have been designated as the custodians of that information due to the nature of the work performed by those departments.

F. PROCEDURES

When changes need to be made to the information on file with the University, the process outlined below must be followed to make the changes:

1. Name Changes

- a. Employees*: If an employee's name changes, a new social security card with the new name must be provided to the Department of Human Resources. Copies of social security cards should never be sent via email. A secure form for uploading is available on the [Department of Human Resources Forms website](#). Name changes cannot be processed without a new social security card.
- b. Students (including student employees): If a student's name changes, a new social security card with the new name must be provided to the Office of the University Registrar. Name changes cannot be processed without a new social security card. Copies of social security cards should never be sent via email. A secure form for uploading is available on the [Registrar's Office Forms website](#) under the heading "**Submit Social Security Card.**"
- c. Vendors: If a vendor's name changes, a new [COV Substitute W-9 form](#) must be provided to Accounts Payable in the Office of Strategic Sourcing and Payment Solutions.

2. Preferred Name

Old Dominion University recognizes that some members of the ODU community may use first and/or last names other than their legal names to identify themselves. In line with its commitment to inclusion and diversity, ODU allows students, faculty, and staff to use a preferred first and last name for certain purposes. ODU will not accept a preferred name that is vulgar, offensive, or obscene or intended for misrepresentation.

A preferred name is a first and/or last name that is chosen to be used instead of a legal first and/or last name. The legal name will continue to be used where required by law or university requirements. Student information will be linked to both legal and preferred name for the purpose of Old Dominion University records.

Faculty, staff, or students who update their preferred name after receiving their ODU identification card may request a replacement card. The replacement card will allow students to have their preferred name listed on the front of the card, however, their legal name will be listed on the back of the ID card. One free card will be provided. Additional cards will be subject to change.

* Does not include student employees

The legal name will be used when it is required for business, legal, and external purposes such as finance, financial aid, diplomas, transcripts, policy records, conduct records, medical and health records, and payroll. Faculty names in Canvas will reflect the legal name, not the preferred one.

The [Preferred Name website](#) provides more detailed information about the procedures for selecting a preferred name.

3. Address Changes

- a. **Employees*:** All employees are responsible for maintaining current address information with the University. Employees must complete their change of home address into the University's self-service system at leonline.odu.edu. Also, full-time employees must complete their address in the retirement/life insurance system (myVRS). All employees should update their campus address using the [Monarch Profile Manager](#). Two types of addresses are currently maintained by the Department of Human Resources: ODU Permanent (PR) and ODU Campus (CA).
- b. **Students (including student employees):** Students are responsible for maintaining current address information with the University. Current (CU) and Permanent (PR) address information can be maintained and updated by logging into the University's self-service system at leonline.odu.edu, or by completing the electronic address change form on the [Registrar's Office Forms website](#). Students may also send a change of address via email to register@odu.edu from their @odu.edu email address. Address changes will not be accepted by phone. It is also possible to report new address information to the Office of the University Registrar at 1009 Alfred B. Rollins Hall, Norfolk, VA 23529 and for student employees by contacting Payroll Student Employment in the Office of Finance at 2103 Spong Hall or by emailing payrollchanges@odu.edu. Two types of addresses are currently maintained by the Office of the University Registrar: ODU Permanent (PR) and ODU Current (CU).
- c. **Vendors:** New address information should be provided to Accounts Payable in the Office of Strategic Sourcing and Payment Solutions by providing an updated [COV Substitute W-9 form](#) or by providing an updated remittance address on vendor invoices. Three types of addresses are currently maintained by the Accounts Payable Department: Billing (BI), Mailing (MA), and Electronic Data Interchange (ED).

4. Social Security Number or Federal Employer Identification Number (FEIN) Changes

- a. **Employees*:** If an employee's social security number changes, a new social security card with the new social security number must be provided to the Department of Human Resources. Copies of social security cards should never be sent via email. A secure form for uploading is available on the [Department of Human Resources Forms website](#). Social security number changes will not be processed until the new social security card is received.
- b. **Students (including student employees):** If a student's social security number changes, a new social security card with the new social security number must be provided to the Office of the University Registrar. Social security number changes will not be processed without the new social security card. Copies of social security cards should never be sent via email. A secure form for uploading is available on the [Registrar's Office Forms website](#) under the heading **"Submit Social Security Card."**

- c. Vendors: If a vendor's Federal Employer Identification Number (FEIN) or address changes, a new Commonwealth of Virginia Substitute W-9 Form (Request for Taxpayer Identification) or current version of the IRS Form W-9 are the only other acceptable W-9s to be provided to Accounts Payable in the Office of Strategic Sourcing and Payment Solutions.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE DEPARTMENTS

The responsible department for changes made to employee informational records (other than student employees) is the Department of Human Resources.

The responsible department for changes made to student informational records (including student employees) is the Office of the University Registrar.

The responsible department for changes made to vendor informational records is Accounts Payable in the Office of Strategic Sourcing and Payment Solutions.

I. RELATED INFORMATION

[Monarch Profile Manager](#)

