

EMAIL NAME CHANGE INSTRUCTIONS

CERTIFICATED EMPLOYEES:

- Please arrange a time to call or meet with Lisa Wilson from Technology the following working day after you have completed your name change with Payroll. Lisa can be reached at extension 50140 or at lwilson@rcsdk8.org.
- When you call please have access to your laptop and it is on and connected to the internet. If you want to meet please bring in your laptop.
- This process can take up to 15 minutes.

CLASSIFIED EMPLOYEES:

- Please arrange a time to call or meet with Lisa Wilson from Technology the following working day after you have completed your name change with Payroll. Lisa can be reached at extension 50140 or at lwilson@rcsdk8.org.

*** If you are a classified employee with an RCSD issued laptop please follow the same steps for certificated employees.**