

Cancel a Pending Legal Name Change

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If you have a pending legal name change request, you cannot make any other updates to your preferred *or* legal name until that task is resolved or canceled.

If you encounter this issue, follow the steps below to cancel your pending legal name change. You can also use these steps to track the status of a pending request.

Steps

1) Initiate the [Change My Legal Name](#) or [Change My Preferred Name](#) task.

- You can also initiate these tasks using Workday search or from the **Personal Information** worklet.

2) Review details on your pending request, including **Status** and who has been **Assigned To** for next steps.

3) Hover over the link in the **Action** column on the left.

4) Click the **Related Actions** icon (a box with three dots to the right of the link).

5) In the resulting popup, hover over the **Business Process** tab.

6) Select **Cancel** in the resulting mini-menu.

7) Provide a brief explanation in the **Comment** box (could be as brief as “no longer needed”).

8) Click the **Submit** button.

9) Click the **Done** button.

10) Proceed to one of the following tasks as desired:

- [Change My Legal Name](#)
- [Change My Preferred Name](#)