Employee Name Change Request – Instructions

Below instructions outline the responsibilities of employees requesting a name change before your new badge can be printed.

**START THE NAME CHANGE PROCESS, COMPLETE THE FOLLOWING:**

**Step 1.** Complete the "Replacement Employee ID Form" located on the Compass Intranet under Employee Resource Center (also attached). Provide Supervisor/Manager/Base Admin with the completed form.

**Step 2.** Provide Supervisor/Manager/Base Admin with readable and clear copies of the signed documents below:

<table>
<thead>
<tr>
<th>Document</th>
<th>Instructions</th>
<th>Date Received (for Supervisor/Manager/Base Admin use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Card</td>
<td>Copies of card (front and back) with legal name change</td>
<td></td>
</tr>
<tr>
<td>Legal document</td>
<td>Explaining the reason for the name change</td>
<td></td>
</tr>
</tbody>
</table>

**CREW Personnel (and employees with an FAA certificate) in addition to the above two documents, you also need:**

<table>
<thead>
<tr>
<th>Document</th>
<th>Instructions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of FAA Certificate</td>
<td>Copies of certificate (front and back) with legal name change <em>must be signed</em></td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td>A copy of the updated name change (new passport) <em>must be signed</em></td>
<td></td>
</tr>
</tbody>
</table>

**AFTER YOU RECEIVE YOUR NEW BADGE:**

**Step 3.** Update the Travel Employee Portal using the following login instructions:

- Open Internet Explorer.
- Clear the Address Bar.
- Enter http://www.transstates.net/cptravel/ into the address bar.
- Press Enter.
- Type in your user name. This will be your 9 digit PPR number.
- Type in your password. This will be your date of birth in the format YYYYMMDD.
- Click the Login button.

**FOR CREWMEMBER NAME CHANGES**

**Step 4.** Crewmembers are responsible for ensuring their name gets changed in CASS/KCM.

- **PILOTS** must contact: Derek Rogy Derek.Rogy@compassairline.com
- **FLIGHT ATTENDANTS** must contact: Beth Ruehling Beth.Ruehling@compassairline.com
SUPERVISOR/MANAGER/BASE ADMIN RESPONSIBILITIES

- Complete the Employee Status Form (ESF).
- Send ESF and copies of the documents listed on page one (1) to Trans States Holdings (TSH). Payroll Department. Payroll Department contacts:
  - Roger Ross  Roger.Ross@tshstl.com
  - Jimmy Sechter  Jimmy.Sechter@tshstl.com
- For CREW name change requests (and employees with an FAA Certificate), include copies of all of the documents listed on page one (1) and submit to TSH Crew Records contacts below:
  - Katharine Braun  Katharine.Braun@tshstl.com
  - crewrecords@compassairline.com
- Contact Roger Ross and/or Jimmy Sechter to verify the changes have been completed in Paycor prior to requesting the badge from Compass Security.
- To request the new badge from Compass Security, submit the completed Replacement ID Form (attached) to the Manager Regulatory Security. Security contact:
  - Shirley Ragan  Shirley.Ragan@compassairline.com

Note: Advise employees that once all documents have been received, allow a minimum of three (3) weeks for processing.

After the badge has been printed:

- Provide the employee with their new badge; collect the old badge; make arrangements to get the old badge (i.e. FedEx, hand deliver) to the Manager of Regulatory Security.
- Notify Crew Planning, Crew Scheduling, Crew Records, and Recruiting about the employee name change. Submit a Trouble Report to advise IT to change the employee’s email address (if applicable).

MANAGER REGULATORY SECURITY RESPONSIBILITIES

- Upon receipt of the Replacement Employee ID Form from the employee’s Supervisor/Manager/Base Admin, request the new badge from Delta Air Lines Security/Badging Office.

Once the new badge has been printed:

- Contact the employee’s Supervisor/Manager/Base Admin to advise the badge is ready to be picked up.
- For CREW badges – all badges will be sent to the Base Admins.
  - MSP badges will be picked up by MSP Base Admin or other arrangements may be made to get the badge to the CREW base.
  - LAX badges will be sent via 2Day FedEx to LAX Base Admin
  - SEA badges will be sent via 2Day FedEx to SEA Base Admin
- Update the Compass Badge Return Spreadsheet.
- Return old badge to Delta Security/Badging Office.