

# IMPERIAL

## Guidance for HR to support an employee who is transitioning

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### 1 Introduction

HR are pivotal in ensuring a smooth transition process for the member of staff who is transitioning and to supporting the manager in implementing the changes requested by the staff member concerned. HR are there to advise both parties and to assist with practicalities such as changes in records, advising on flexible working and time off for appointments and other advice.

### 2 Changing personal details

When an individual transitions during their employment a date will be agreed with the individual from which their details are changed to have their correct name and gender on all relevant records, systems, and public references.

It is key to update the forms of identification, e.g., Imperial ID card and computer login details, so that an individual's identity is consistently recognised throughout the institution. This includes modifying records containing a gender specific title (e.g. Mr, Mrs, Miss, Ms or Mx) as needed.

HR must replace or alter the following records from the start date specified on the employee's change in personal details form:

- ICIS (Imperial College Information System)
- Payroll details
- Personnel files in HR and Departments
- Supervisor records
- Welfare/disability/counselling records (if applicable)
- Pension details

Legal name change requests have to be made via the HR staff hub and need to be supported by evidence of name change which can include the following options:

1. A statutory declaration of name change
2. A deed poll (we do not require this to be enrolled)

3. A driving licence
4. A marriage/civil partnership certificate
5. A passport
6. A birth certificate

Under **no** circumstances can a Gender Recognition Certificate (GRC) be asked for as evidence as it is **illegal** to do so.

Where a change of identity needs to be communicated to an outside body, e.g. in the case of migrant workers sponsored under the points-based system, this should be discussed with the staff member at the time they plan to transition. See for example Section 2.1 on visas.

Material that needs to be kept relating to a person's trans status must be placed in a sealed envelope and attached to a new file with instructions such as 'Confidential: HR Manager only' or 'Confidential: Head of Department/Division only'.

## **2.1 Visas**

For staff with UK PBS visas, HR teams will need to obtain explicit consent from that member of staff that they need to report any change of identity, name and passport/BRP details via the UKVI's SMS. Historical records showing their previous identity must be retained.

**University Management Board**

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