



# How to edit a staff members name in Budgets

## How to edit a staff members name in SBS Budgets

Firstly, go Staffing > Staff Members then click edit to the right of the staff member in question, as circled below.

Q Staff Members ⓘ

Actions Filters 1 Hidden 36 items : 1 pages

	Employee Number	Sync ID	First Name	Last Name	Date Of Birth	Continuous Service Date	Email	Contracts (current budget)	Total Contracts	Archived	Actions
<input type="checkbox"/>	3657990		Steve	Davis				Contract 1	2		edit
<input type="checkbox"/>	2467544		Robert	De Niro				Contract 1	2		edit

Once this page loads, you will be able to overtype the staff members first and last names in the fields highlighted below. Once finished, click the green tick in the top right corner to save your changes.

Edit Staff Member ⓘ

Employee number: 3657990 ⓘ

Sync id: ⓘ

Salutation: ⓘ

First name: Steve ⓘ

Last name: Davis ⓘ

Date of birth: ⓘ

Continuous service date: ⓘ

Email: ⓘ

Archived: ☐ ⓘ