



summer_submission_verify_hr_demo

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Description: Represents an individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion.

- ☐ STAFF-ID **Staff ID/SSN** (E0505) is the employee's SSN.
- ☐ FIRST-NAME **Legal - First** (E0703) is the employee's legal first name. Do not use an initial unless an initial is the legal first name.
- ☐ MIDDLE-NAME **Legal - Middle** (E0704) is the employee's legal middle name as shown on the identification documentation used for employment. If the employee has no middle name, the field must be blank. The middle name can be reported as blank for employees only when the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.

- ☐ LAST-NAME **Legal - Last** (E0705) is the employee's legal last name.
 - ☐ GENERATION-CODE **Legal - Generation** (E0706) (Code table: C012) is a suffix attached to the employee's name. The field can be blank. The field must be blank if the employee does not have a generation suffix on his name based on the identification documentation used for employment.
 - ☐ SEX-CODE **Sex** (E0004) (Code table: C013) indicates the employee's gender.
 - ☐ DATE-OF-BIRTH **DOB** (E0006) is the month, day, and year of the employee's birth.
 - ☐ HISPANIC-LATINO-CODE **Hispanic/Latino** (E1064) (Code table: C088) indicates a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - ☐ AMERICAN-INDIAN-ALASKA-NATIVE-CODE **American Indian Alaskan Native** (E1059) (Code table: C088) indicates a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
 - ☐ ASIAN-CODE **Asian** (E1060) (Code table: C088) indicates a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
 - ☐ BLACK-AFRICAN-AMERICAN-CODE **Black African American** (E1061) (Code table: C088) indicates a person having origins in any of the black racial groups of Africa.
 - ☐ NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE **Native Hawaiian Pacific Islander** (E1062) (Code table: C088) indicates a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - ☐ WHITE-CODE **White** (E1063) (Code table: C088) indicates a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
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