employeedemoname

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Complete the following **Legal** name fields:

> **Note**: It is recommended to have a copy of the employee's Social Security card available as the employee's legal name should be entered exactly how it appears on the Social Security card.

Title	Click ⌄ to select a legal title for the employee.
First	PEIMS Reporting Element Type the employee's first name. The field can be a maximum of 17 characters. Reported to SSA, IRS, and TRS.
Middle	PEIMS Reporting Element Type employee's middle name. The field can be a maximum of 14 characters. 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. Reported to SSA, IRS, and TRS.
Last	PEIMS Reporting Element Type employee's last name. The field can be a maximum of 25 characters. Reported to SSA, IRS, and TRS.
Generation	PEIMS Reporting Element Click ⌄ to select a generation code for the employee. 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. Reported to SSA, IRS, and TRS.
Maiden Name	Type the employee's maiden name, if applicable. The field can be a maximum of 25 characters.

Complete the following for the **Former** name fields:

Title	Click ⌄ to select a legal title for the employee.
First	Type the first name of the employee. The field can be a maximum of 17 characters.
Middle	Type the middle name of the employee. The field can be a maximum of 14 characters.
Last	Type the last name of the employee. The field can be a maximum of 25 characters.
Generation	Cick ⌄ to select a generation code for the employee.