ASCENDER GUIDES

employeedemoname

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Under **Name**:

Complete the following **Legal** name fields:

> **Note**: It is recommended that you 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 does not have a middle name, leave the field 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.

If the employee has a former name, complete the **Former** name fields:

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