



**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.

<b>Title</b>	Click  to select a legal title for the employee.
<b>First</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type the employee's first name. The field can be a maximum of 17 characters.</p> <p>Reported to SSA, IRS, and TRS.</p>
<b>Middle</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>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.</p> <p>Reported to SSA, IRS, and TRS.</p>
<b>Last</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>Type employee's last name. The field can be a maximum of 25 characters.</p> <p>Reported to SSA, IRS, and TRS.</p>
<b>Generation</b>	<p><a href="#">PEIMS Reporting Element</a></p> <p>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.</p>
<b>Maiden Name</b>	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:

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