



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.

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|--------------------|--|
| Title | Click  to select a legal title for the employee. |
| First | <p>PEIMS Reporting Element</p> <p>Type the employee's first name. The field can be a maximum of 50 characters; however, only select pages display all characters. All other pages display 17 characters and truncate the remaining characters.</p> <p>Reported to SSA, IRS, and TRS.</p> |
| Middle | <p>PEIMS Reporting Element</p> <p>Type employee's middle name. The field can be a maximum of 50 characters; however, only select pages display all characters. All other pages display 14 characters and truncate the remaining characters. If the employee does not have a middle name, leave the field blank. The middle name can be reported blank for employees only if 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> |
| Last | <p>PEIMS Reporting Element</p> <p>Type employee's last name. The field can be a maximum of 50 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters.</p> <p>Reported to SSA, IRS, and TRS.</p> |
| Generation | <p>PEIMS Reporting Element</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> |
| Maiden Name | Type the employee's maiden name, if applicable. The field can be a maximum of 50 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining 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 50 characters; however, only select pages display all characters. All other pages display 17 characters and truncate the remaining characters. |
| Middle | Type the employee's middle name. The field can be a maximum of 50 characters; however, only select pages display all characters. All other pages display 14 characters and truncate the remaining characters. |

| | |
|-------------------|---|
| Last | Type the employee's last name. The field can be a maximum of 50 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters. |
| Generation | Click  to select a generation code for the employee. |