employeedemoname

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> **Note**: If the **Set Demo Alpha Fields to Uppercase** field is selected on the Personnel > Tables > District HR Options page, the employee's **Legal** and **Former Name** (**First**, **Middle**, **Last**, and **Maiden**) and **Address** fields are set to uppercase when a new employee demographic record is created or an existing record is updated.

❑ 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 is printed on the Social Security card.

Title	Click ⌄ to select a legal title for the employee.
First	PEIMS Reporting Element TWEDS Data Element: FIRST-NAME (E0703) Type the employee's first name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 17 characters and truncate the remaining characters. Reported to SSA, IRS, and TRS.
Middle	PEIMS Reporting Element TWEDS Data Element: MIDDLE-NAME (E0704) Type employee's middle name. The field can be a maximum of 60 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. Reported to SSA, IRS, and TRS.
Last	PEIMS Reporting Element TWEDS Data Element: LAST-NAME (E0705) Type employee's last name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters. Reported to SSA, IRS, and TRS.

Generation	PEIMS Reporting Element TWEDS Data Element: GENERATION-CODE (E0706) (Code table: C012) 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 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters.

❑ Complete the **Former** name fields (if the employee has a former name):

Title	Click ⌄ to select a legal title for the employee.
First	Type the employee's first name. The field can be a maximum of 60 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 60 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 60 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.