



**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.

<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 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 17 characters and truncate the remaining characters.  Reported to SSA, IRS, and TRS.
<b>Middle</b>	Type employee's middle name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> 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.
<b>Last</b>	Type employee's last name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 25 characters and truncate the remaining characters.  Reported to SSA, IRS, and TRS.
<b>Generation</b>	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.
<b>Maiden Name</b>	Type the employee's maiden name, if applicable. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> 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):

<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 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 17 characters and truncate the remaining characters.

<b>Middle</b>	Type the employee's middle name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 14 characters and truncate the remaining characters.
<b>Last</b>	Type the employee's last name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 25 characters and truncate the remaining characters.
<b>Generation</b>	Click ▼ to select a generation code for the employee.



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