



employeedemoname

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Complete the following **Legal** name fields:

Note: It is recommended to 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	Required PEIMS field. Type the employee's first name. The field can be a maximum of 17 characters.
Middle	Required PEIMS field. Type employee's middle name. The field can be a maximum of 14 characters. If the employee has no middle name, the field must be 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.
Last	Required PEIMS field. Type employee's last name. The field can be a maximum of 25 characters.
Generation	Required PEIMS field. 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.
Maiden Name	Type the employee's maiden name, if applicable. The field can be a maximum of 25 characters.

Complete the following for the **Former** name fields:

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



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