





employeedemoname



Table of Contents

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.

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 17 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 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>
Last	<p>PEIMS Reporting Element</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>
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 25 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 17 characters.
Middle	Type the employee's middle name. The field can be a maximum of 14 characters.
Last	Type the employee's last name. The field can be a maximum of 25 characters.
Generation	Click  to select a generation code for the employee.



Back Cover