





employeedemoname

Table of Contents



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	<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	<p>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.</p>

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 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.



Back Cover