General Statement

The Legal name, known in HRMS as Primary Name, is extremely important for the University. It not only assists in managing duplicate records and plays highly in data integrity issues, it is essential for numerous legal and logistical reasons.

- It is legally required by Payroll, Employee Benefits, and the Social Security Administration.
- It is legally required by the Student Exchange & VISA Information System (SEVIS), an arm of the Department of Homeland Security.

The Primary Name for employees must be entered into HRMS as it appears on the social security card. If an employee has a change of name the ACE must see a copy of the Social Security Card prior to making the change in HRMS. Although the passport can be used as verification of name during the I-9 process it cannot be used for verification of a name change once the I-9 process has been completed. See page 5.

Name changes for International students who are also UMN employees can become complicated and cause SEVIS and Primary names to be out of sync for a time. See pages 5 for instructions.

In October 2011 Human Resources changed its business practice on how to do entry when no first name exists. See pg 6.
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HRMS Business Process: Name Standards

Name Standards

Primary Name
- The employee's Primary name should always be entered exactly as it appears on the Social Security card.
  - Exception on Middle Name: The full middle name, if known, even if it is not on the Social Security card, may be entered and is encouraged. This provides additional assistance when performing a Search and helps guard against duplicate records.

- REMEMBER! The Social Security Card is the only acceptable evidence when changing the primary name on an employee.

All Name Types
- Names should always be in appropriate upper and lower case. NEVER ALL CAPS.
  Example: “Robert Jones” instead of “ROBERT JONES”.

- Do not use any punctuation in the name fields.
  Examples: a period after a person’s initials, suffixes or prefixes within the name fields, hyphens, quotation marks, etc. An exception to this standard is when the primary name contains an apostrophe as part of the legal name such as O’Brien. Seach/Match is able to search and find the name with or without the apostrophe in place.

- Use the drop-down menus to choose a valid prefix or suffix. If a value does not exist, contact the OHR Call Center at 612-625-2016 or Student One Stop at 612-624-1111 to request an additional prefix or suffix. Addition of new prefix and suffix values will be the discretion of the Campus Community committee.

Preferred Name Option
Individuals who have a preferred or professional name that they want to appear on reports, course guides, mailings etc. should be directed to the preferred name section of Self Service http://hrss.umn.edu
Preferred names can be entered and maintained by the individual.
Getting the Primary Name on a New Hire

All offer letters for employment should now have instructions to the employee on using I-9 Express. New hires are instructed to go to the self service web site, enter the I-9 Express and fill in their personal information. They then go to their departmental Human Resources area to complete the intake process.

- The individual brings a copy of their SS card plus an additional form of identification to their intake meeting. (For a full list of acceptable forms of ID see the Handbook for Employers – Instructions for Completing Form I-9 <http://www.uscis.gov/files/form/m-274.pdf>.) The unit submits the I-9, which includes the employees SSN, through the I-9 Express process and awaits approval. If the SSN or name does not match with the federal data base the unit is immediately notified and works with the employee to correct the situation. Once I-9 Express verifies the match the primary name can be entered into HRMS as it appears in the I-9 Express system. Refer back to page 3 for exact name standards.
  - Units entering employees into the system in advance of their start date should still utilize the HRIF form for collecting personal data, then go through the verification process when the individual begins work.
  - If the individual does not have a SS card at the point of hire they are required to provide one form of identification plus their receipt of application from the SSA to prove they have applied for a SS card. The hiring department completes the hire in HRMS minus the SSN using the name as presented on their additional form of ID, the individual is instructed to show their SS card to their HR office when it is received. The unit should confirm the primary name matches the SS card. Refer back to page 3 for exact name standards.
Changing an Employee’s Primary Name

If the employee undergoes an official name change they must change their name with the Social Security Administration. For an ACE to change the primary name on an employee in HRMS it is critical to view the legal and binding evidence of the name change which is always and only the Social Security card.

NOTE: Acceptable documentation verifying primary name during the hiring process is slightly different than during a name change see page 4 for what is acceptable documentation at the time of hire.

US Citizens

Employees who are US citizens must go to the SSA and procure a new SS card, a copy of which needs to be taken to their department HR or Payroll Office so the ACE can enter a name change.

Visa Holders

International students and others who are here on visa and who are employees may have names that become temporarily out of sync in the “Primary” and “SEVIS Name-Int'l Only” fields during a name change.

Name change process for Visa holders:

1. The individual receives a passport with the new name.
2. ISSS changes the SEVIS Name type in PeopleSoft and updates the I-20 based on the new passport.
3. The individual takes the I-20 and passport to the SSA and applies for a new SS card.
4. The individual takes their new SS card to their department HR or Payroll Office for input of the change.

NOTE: Due to federal tax regulations the Primary name cannot be changed in HRMS until the SS card is changed. So for a time the SEVIS name and Primary name will be out of sync.

Entry Error - Decision Point: Add a Row or Submit a Correction?

If a mistake in entry of the primary name is made, but realized within a minimal time frame (generally not more than 2 days) and no payroll processing has occurred, the name change can be submitted to HRMS for correction. https://onestop2.umn.edu/hrdc/enterEmplid. In which case no evidence of the error will exist in the system. Be sure to note on the form that the correction is occurring within a time frame that will not impact the employee’s taxes etc.

If ANY processing has been done (e.g. payroll or financial aid generation) then an effective dated row with the name change needs to be inserted. This ensures that an audit trail exists.
Miscellaneous Name Formatting

Single Name (no first name)

The PeopleSoft system requires a FIRST and LAST name in order to save a record. The following formatting standard should be used in Workforce Administration, Campus Community and Enterprise Learning when housing a one name type:

NOTE: Social Security Administration now shows "FNU" (first name unknown) if a person has only one name.

- Last Name = the single name provided
- First Name = FNU

NOTE: The existing name is always placed in the last name field! If the name is not place in the last name field, the name will sort at the bottom of a list or in some cases error out during reporting.

(The HRMS business practice originally instructed users to place a "." (period) in the first name field. These instructions were changed to "FNU" to match the SSA in 11/2011.)

No Middle Name

Leave the Middle Name field blank.

Symbols as Names

Symbols cannot legally be held in the Primary name in HRMS. The use of Preferred Name Type can be suggested if the individual is adamant, however, individuals should be warned that the use of a symbol will create errors and probably result in a failure to receive important communications, appear on reports, or in directories etc.