

DEPARTMENT OF EMPLOYEE RELATIONS PROCEDURES ENTERING AND MAINTAINING EMPLOYEE'S LEGAL NAME

Overview: As an employer, the City of Milwaukee is obligated by the Fair Labor Standards Act to utilize an employee's legal name in our payroll reporting systems exactly as it is registered with the Social Security Administration (SSA). Per the SSA, the employer must report personnel and payroll records to the SSA and Internal Revenue Service using the name and Social Security Number found on the employee's SSC.

Information: When entering or updating an employee's name in PeopleSoft HCM, the name entered should EXACTLY match the name that appears on the employee's Social Security Card (SSC).

EVERY department should have a copy of each of their employee's SSC in their confidential departmental personnel file. If this isn't already part of your payroll procedures, ALL City of Milwaukee departments should now begin following this process with ALL newly hired and re-hired employees. This includes ALL temporary employees' as well including ALL of those that work for the Election Commission.

New Hire:

- I. Make a copy of the employee's SSC and retain the copy in the employee's confidential departmental personnel file
 - a. **If the employee does not have a SSC at time of hire:**
 - i. Inform them that they must request a new card from the SSA office and provide you with the actual SSA card copy once they receive it in the mail
 - ii. Inform them that they should give you a copy of the receipt letter that they receive from the SSA office once they make the request
 - iii. Do not wait for the new SSC to make the hire entry in HCM.
 1. Ask the employee to confirm that the name they have given is indeed their legal name.
 2. Upon receipt of the new SSC, verify that the employee's name as it's entered in HCM is correct.

Procedure:

- II. New employee names are entered into HCM under "Biographical Details":

- III. Using all capital letters, enter the employee's first name, middle initial (if applicable), and last name, as it appears on their Social Security card:
 - a. Prefix Box: Do NOT enter anything in the Prefix drop-down box
 - b. First Name Box: Full First name, not a shortened name or nickname
 - c. Middle Name Box: Middle Initial only, not full Middle name
 - i. **Exception: If an employee has an initial for their legal first name:**
 - 1. Example: if employee's legal name is P. Allen Smith – enter "P" as the employee's first name and enter the employee's full middle name of "ALLEN"
 - ii. If the employee has no middle name on their SSC, leave this box blank
 - d. Last Name Box: Complete legal Last name
 - e. Suffix Box: If the employee's SSC includes a name suffix (i.e., Jr., Sr., II, III, etc.)
 - i. Suffixes should NOT be entered in the last or first name box

- IV. Select the "Refresh Name" button to view how the employee's name will be displayed.
- V. Select "OK" to continue with entering the new employee's other information.

Current Employee – Name change/update:

- I. When an employee has a legal name change it should not be changed in HCM until a copy of the new SSC is furnished to payroll.
 - a. Make a copy of the employee's new SSC and retain the copy in the employee's confidential departmental personnel file.
 - b. If the employee does not have the new SSC at time of name change:**
 - i. Inform them that they must request a new card from the SSA office and provide you with the actual SSA card copy once they receive it in the mail.
 - ii. The following documents are NOT sufficient proof of a legal name change: a Driver's License, a Marriage License, or a Social Security Office receipt.
 - iii. **DO NOT** update the employee's name until the new SSC is available.

Procedure:

- II. Current employee name changes are entered into existing records under "Biographical Details"

The screenshot shows a web interface for managing employee records. At the top, there are three tabs: "Biographical Details" (selected), "Contact Information", and "Regional". Below the tabs, the employee's name "SARAH WANGERIN" is displayed in a large font, with "Person ID 021878" to the right. Underneath, there is a "Name" section with a "Find | View All" link and navigation buttons for "First" and "Last" (1 of 2). The "Effective Date" is set to "08/27/2018" and the "Format Type" is "English". A "Display Name" field shows "SARAH WANGERIN" and an "Edit Name" button is visible. At the bottom, there is a "Biographic Information" section.

- III. Select the plus sign in the name box to add a row.
 - a. Adding a row/record keeps an accurate history of employee name changes
- IV. Effective date – Date information/new SSC was received by payroll
- V. Select the "Edit Name" button
- VI. Using all capital letters, enter the employee's first name, middle initial (if applicable), and last name, as it appears on their Social Security card:
 - a. Prefix Box: Do NOT enter anything in the Prefix drop-down box
 - b. First Name Box: Full First name, not a shortened name or nickname
 - c. Middle Name Box: Middle Initial only, not full Middle name
 - i. Exception: If an employee has an initial for their legal first name:**
 - 1. Example: if employee's legal name is P. Allen Smith – enter "P" as the employee's first name and enter the employee's full middle name of "ALLEN"
 - ii. If the employee has no middle name on their SSC, leave this box blank
 - d. Last Name Box: Complete legal Last name

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- e. Suffix Box: If the employee's SSC includes a name suffix (i.e., Jr., Sr., II, III, etc.)
 - i. Suffixes should NOT be entered in the last or first name box
 - VII. Select the "Refresh Name" button to view how the employee's name will be displayed.
 - VIII. Select "OK" to Save the new employee's other information.

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