

Standards for Entering Names into SIS

Names are a critical element in all areas of the system (Search/Match, Campus Community, the communication (3C) process, etc.). Name is particularly important in the Search/Match process, especially when none of the ID numbers of a person are known. The system searches on name in the initial entry phase and indicates when possible duplicates are present.

Name Types

- **Primary:** HR/Academic HR legal name, which must match that as recorded by the Social Security Administration. This name type will also be used on the official student record.
- **Preferred:** The name a person might use for non-official purposes (IU address book) and in certain areas of the system (Student Self-Service, Administrative Center, etc.). It may also be used in other applications, such as: AdRx, iGPS, and My Involvement.
- **Degree:** Used if a request is made for a name other than Primary to appear on a diploma.

Name and Data Entry Conventions

- Name data is case sensitive. Use upper/lower case to enter names.
- In general names should be entered exactly as provided by the individual.
- However, initials whether for first name or middle name, should not be followed by a period – example: P Joseph Klein, Joseph P Klein
- Include hyphens and apostrophes – example: Chen-Bo Nguyen
- Last names with prefixes should be entered as they appear – example: JoAnne McDonald, Janet Lynn MacArthur, Michael St James etc.
- Suffixes for last names (for example Jr., Sr., II, III, IV, V, etc) should **not** be entered into the Last Name field. They should be entered into the Suffix field.

Single Word Names

Single Word Names must be entered in the following format:

- Enter the First Name as the person's name, and enter a period for the Last Name. The name will display as: Cherry^. (The ^ is representative of a space).

Name Changes and Updates

Any change/correction to Name Type Legal (primary) must be accompanied by legal documentation for verification. When there is a name change submission, the employee will be instructed that the name type primary must also match the employees' name that is on file with the Social Security Administration.

If the Notice of Change Form for a change is completed at the department, the Notice of Change Form, along with a copy of the legal documentation provided will be forwarded to the AcadHR/HR central office for PS entry. This change will be recorded by the AcadHR/HR central office through adding a row rather than through correction mode via the client. The student office will forward name change forms for students who are also employees to the campus AcadHR/HR office for PS entry.

If a department or central office receives a name change along with documentation and the individual is not an employee, it will be forwarded to the student office for PS entry, through adding a row.