

# NAMING CONVENTIONS

Use the following guidelines when entering an applicant's name (also when checking names of applicants brought in from Resumix):

**Always use mixed case when entering names. Example:**

Last Name	First Name	Middle
Smith	Robert	James

**Use hyphens, spaces, and/or apostrophes in names as used by the employee. Example:**

Last Name	First Name	Middle
Jones-Smith or O'Reilly	John	C

**If used, enter the full middle name of the employee in the middle name field. If more than one middle name, enter them both separated by a space. Example:**

Last Name	First Name	Middle
Smith	Robert	James Edgar

**If the employee has no middle name, leave the middle name block blank (note: as required by the GPPA, "NMN" will still print as the middle name on the RPA and NPA). Example:**

Last Name	First Name	Middle
Smith	Robert	

**Include Jr, III, etc., if used, in the last name field, separated from the last name by a space (no comma). Example:**

Last Name	First Name	Middle
Smith Jr or Smith III	Robert	James

**Do not include titles (Dr., Mrs., etc.), and do not use the Title, Prefix, or Suffix blocks.**

Payroll Interface:

Special characters will not flow to payroll. All names flow entirely in upper case. Hyphens and apostrophes in the last name do not flow to payroll. Jones-Smith will flow as JONESSMITH, O'Reilly will flow as OREILLY. If you put a comma between the last name and a suffix (Jones, Jr), payroll will only flow the name before the comma (Jones, Jr will flow as JONES, Jones Jr will flow as JONES JR).