

**Quick
Reference****Entering Information in the Address Book for HR/Payroll**

To	Do This
Enter a Regular Name	Alpha Name: Last Name, First Name Middle Initial (BOYD, CHARLENE J) Mailing Name: First Name Middle Initial Last Name (CHARLENE J BOYD)
Enter an Estate or Trust	Alpha Name: Last Name, First Name Middle Initial Estate of (BOYD, CHARLENE J ESTATE OF) Mailing Name: Estate of First Name Middle Initial Last Name (ESTATE OF CHARLENE J BOYD)
Enter Multiple Middle Initials	Alpha Name: Last Name, First Name First Middle Initial Second Middle Initial (DOE, JOHN A B) Mailing Name: First Name First Middle Initial Second Middle Initial Last Name (JOHN A B DOE)
Enter a Person's Name Who Goes by First Name Initial, Middle Name, Last Name (Ex. C. Jane Boyd)	Alpha Name: Last Name, First Name Initial First Name (BOYD, C JANE) Mailing Name: First Name Initial. First Name Last Name (C. JANE BOYD)
Enter a Name with an Apostrophe (Ex. O'Reilly)	Alpha name: Last name, First Name Middle Initial (O'REILLY, CHARLENE J) Mailing name: First Name Middle Initial Last Name (CHARLENE J O'REILLY)
Enter a Hyphenated Last Name	Alpha name: Last name, First Name First Last Name (BOYD-O'REILLY, CHARLENE) Mailing name: First name First Last Name Second Last Name (CHARLENE BOYD-O'REILLY)
Enter a Name with Jr, Sr, III, II, etc.	Alpha Name: Last Name JR/SR/III/II, First Name Middle Initial (BOYD JR, CHARLENE J) Mailing Name: First Name Middle Initial Last Name JR/SR/III/II (CHARLENE J BOYD JR)
Enter Social Security Numbers	Enter the number without dashes (508707882)
Enter a Postal Zip Code	Include the dash in the 9 digit zip code (68505-1172)