



To ensure compliance with Federal law requiring employers to report employee earnings under Social Security account names, the District adopted the following procedure on January 1, 2003.

- ▶ The District will keep a copy of each employee's Social Security card in his or her employee file.
We do not accept replicas or cards that have been laminated.
- ▶ An employee's name with the District will be the name as it appears on the card.



First name: Laura
Middle Name: Elizabeth
Last Name: Smith Jones



Laura
Elizabeth
Smith-Jones



Laura
Elizabeth Smith
Jones

If a decision is necessary regarding what will be used as a first, middle or last name, the final decision will be made in Human Capital Management.

- ▶ An employee who wishes to make a name change must provide a copy of a Social Security card in the new name, in addition to submitting a completed Name Change request form to Employee Records.

Approved: 
Sammy Monge
Chief/Human Capital Management revised 09/16/2015