Employee Name, Surname and Forenames

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Follow this article on how to specify different combinations of forenames and surnames when an employee has multiple names.

There are 2 ways to **enter** (type in) a name:

1. Simple cases can be entered in the normal way e.g. **John Smith** or **John Adam Smith** and do not need a comma. These cases treat the last name as the surname.
2. Alternatively, you can type in using **reverse notation with** Surname **comma** forenames e.g. **Smith, John Adam** or to specify multiple surnames.

The table below shows the various examples:

Forename(s)	Surname	Enter (without comma)	Enter (with a comma)	Display on Employee setup
John	Smith	John Smith	Smith, John	Smith, John
John Adam	Smith	John Adam Smith	Smith, John Adam	Smith, John Adam
This		Pele		Pele
Juan Pablo	Garcia Acosta		Garcia Acosta, Juan Pablo	Garcia Acosta, Juan Pablo