Mononyms (or single names) in PeopleSoft

In January 2015, the Data Governance Committee (DGC) approved a standardized approach to how mononyms (single names) are entered into PeopleSoft. **The legal single name (mononym) should to be entered into the last name field with a required "–" (hyphen) in the first name field.**

Note that this is required for PeopleSoft only; it is not required for implementing in the legacy system, though a college may choose to do so.

Background

A **mononym** is a single legal name such as Cher or Plato. PeopleSoft requires <u>some text</u> to be entered into both first and last name fields of the primary (legal) name. This applies to both students and employees as they share PeopleSoft BioDemo data. The Data Governance Committee (DGC), comprised of representatives of each of the seven commissions, determined a standardized, enterprise-wide solution for entering mononyms into PeopleSoft was needed and is an appropriate task for the committee for the following reasons:

- The name fields are included in the State Board Master Data views and therefore fall under the scope of the Data Governance Committee.
- In PeopleSoft, the name fields are shared between students and employees requiring a cross-functional discussion.
- SBCTC and OFM use student names for matching to external systems such as university enrollment records. A standard protocol for mononyms will increase the accuracy of those matches.
- Data extractions to external or supporting systems can be more easily done if there is a single standard for how names are entered.
- Names are used for many different purposes (searching for and identifying a student, active directory / authentication, communicating / mailing / email account creation/ contracts, etc.)
- When submitting data to external agencies, names must adhere to the requirements of the other systems (Social Security Administration, IRS, SEVIS, National Student Clearinghouse, Veteran Affairs, other colleges and other agencies, etc.)

The name that appears on most employee screens is the <u>primary (legal)</u> name in a first name last name format (e.g. Stanley Studentski). Students can enter a <u>preferred</u> name which is the name that will appear on most of the screens that students view (e.g. Stan Studentski).

Decisions Made

The first decision for the DGC was to determine whether the single name be entered into the First Name field or the Last Name field. Following the lead of other agencies such as Homeland Security, the DGC came to an agreement that the Last Name field was the best place for the legal name or mononym.

The second decision was to determine which character(s) to use to fulfill the requirements that something be in both fields. PeopleSoft only supports the four optional characters listed below, in addition to alpha characters. The options discussed and DGC comments are below:

- **FNU "First Name Unknown"** The first name is not "unknown", the person only has a single-word name. In addition, Fnu is a valid first name and there are students with this name attending colleges.
- **N/A "Not Applicable"** Better than FNU, but still not the best solution due to how it will display in PeopleSoft.   Also, it might produce too many variations when students enter their names (n/a, N/a, NA).
- **Underscore " _"** Because it is at the bottom of the character it is sometimes hard to see, especially when a name is underlined or part of an email.
- **Period ". "** Same issue as underscore – hard to see.
- **Slash "/"** People are confused by slash and back slash – do not want to create any confusion.
- **Hyphen " – "** Visible, does not get lost in an underline. No negative connotations like FNU, it is just a required placeholder.
- **Repeat the name in both first and last name fields** - there are people with duplicate first and last names, would not be able to distinguish from them. In addition, automatic displays of names with first and last would have no way of knowing to suppress one of the names.

The DGC came to an agreement that the hyphen would be used in the First Name field when the student has a single name.

For more information on this decision, please contact one of the data governors. Data governors are members of the system-wide Data Governance Committee. A listing of current members is located here: http://www.sbctc.edu/colleges-staff/commissions-councils/dgc/default.aspx