

Add an Additional Name

1. [Search for an Employee](#).
2. From the *Employee-Appointment Menu* screen, select **Addtl Name**.
3. From the *Additional Employee Names Selection List* screen, select **Add Name**.
4. From the *Additional Employee Names* screen, select the Name Type from the drop down box and enter the appropriate name information. Select **Insert**.

Note: The **Payroll Name** is not entered via the Additional Names on-line screen; it is entered on the Employee Information screen.