

North Dakota University System

COMMON BIO- DEMO HANDBOOK

**Policy for creation and maintenance of
Name, Address, and ID information
for students, faculty, and other individuals
within the North Dakota Higher Education Computer Network**

June 2004

I.1 History and Chronology of Project

I.1.1 History

A Common NAID Number for all students in the 11 NDUS was recommended to the Chancellor by the HECN in 1994. The NDUS Chancellor's Cabinet recommended that a committee be formed to evaluate the proposal.

The committee met twice and the proposal for the Common NAID Number was approved on May 14, 1994. The Council of College Faculties reviewed and approved the proposal shortly thereafter.

The Common NAID numbering system was converted to the Peoplesoft EmplID System in March of 2003. The legacy Common NAID number is used to maintain a link between the legacy and Peoplesoft Systems.

I.1.2 Chronology

1994	Proposal for Common NAID Number submitted to North Dakota University System by HECN.
May 14, 1994	Project approved.
May, 1996	UND NAID Subcommittee formed to develop process for conversion clean-up.
July, 1997	Employee hired part-time in UND Admissions and Records Office to begin clean-up process in preparation for merging on July 1, 1998.
October, 1997	On-line clean-up of all institution records begins.
November, 1997	Training meetings conducted (Fargo, Bismarck). Draft of NDUS Common NAID Handbook distributed.
April-May, 1998	Cleanup of "duplicated" data completed at UND in conjunction with each NDUS campus.
July, 1998	Conversion to Common NAID Number System (invisible to the user).
March, 2003	Conversion to Peoplesoft EmplID Numbering System.

I.1.3

Common Elements

As of March, 2003 all Bio/Demo files for individuals within the North Dakota University System and the North Dakota State Government HR System were merged into one Peoplesoft file called EmplID. These files are linked to the legacy Common NAID number to provide continuity.

Beginning in July, 1998, the Name and Address files for individuals were merged (using the most recent data for the individual). Since that time, each institution accessed the shared or common file with the NAID unique to the student at that institution. In other words, one individual had several NAID numbers, but only one Name/Address record (file).

I.2

Description of Database

This handbook describes the policy and procedure for the creation and maintenance of all **INDIVIDUAL RECORDS OR FILES** within the Peoplesoft database. The NDUS database was converted to Peoplesoft in March, 2003. Originally this database was merged from individual institutions databases on July 1, 1998. Extensive clean-up occurred before the 1998 merger and prior to the 2003 conversion to Peoplesoft.

- **Students – Enrolled**
Any individual who had enrolled at (at least) one NDUS institution since 1983
- **Students- Prospective**
Any record on the legacy system with a Common NAID for a student who may or may not have been admitted but who never attended
- **Faculty**
Any individual faculty member who was employed in March, 2003 (at least 14 months ago, could be longer) at (at least) one of the ConnectND pilot institutions. For the remaining nine institutions, current faculty records were converted as of the end of February, 2004. If a new faculty member has never attended an NDUS institution, their EmplID will be accessed from the HR side of Peoplesoft through the use of DB Links.
- **Employees**
Any individual employed at (at least) one of the ConnectND pilot institutions in March, 2003 (at least 14 months ago, could be longer). For the remaining nine institutions, current non-teaching employee records were converted as of the end of February, 2004. If a new employee has never attended an NDUS institution, their EmplID will be accessed from the HR side of Peoplesoft through the use of DB Links.

II.1 Name Creation

II.1.1 Name Creation

Every effort shall be made to create an individual with a COMPLETE LEGAL NAME, a SOCIAL SECURITY NUMBER, and a BIRTH DATE. The social security number and the birth date will be required from all individuals to the extent legally permissible.

Generally speaking, a complete and signed uniform NDUS Admission Application Form (WEB or hardcopy) shall be considered a primary document for **creating** a student record.

Generally speaking, a Personal Data Form, completed and signed, shall be considered a primary document for **creating** an employee record. All new employees will be required to provide a copy of their social security card. The name on the card shall be considered the complete legal name for creating a new record. If a recent name change has occurred, a copy of the appropriate legal document should be attached to the copy of the updated social security card.

II.1.2 Name Creation Personnel

The NDUS will designate at each institution a limited number of offices and personnel positions within those offices with the ability and security clearance to CREATE AN INDIVIDUAL on the NDUS system. A larger, but still limited group of personnel, will have ability and security clearance to alter a name.

Personnel will no longer create and maintain institutional data, but they will create and maintain system-wide data. This will require careful controls on each campus so that records remain clear, accurate, and unduplicated.

Primary responsibility for records maintenance on each campus shall be within the following offices:

Student Records	- Legal Name - Admissions/Registrar's Office (Student or Academic Affairs).
Employee Records	- Primary Name - Payroll/Personnel (Human Resources) If for a student employee, a record with EmplID will already exist.

II.1.3 Rules for Name Creation

- A. Use the complete first/middle names as provided.
- B. Use middle name when provided, middle initial if provided, Junior/Senior or II if indicated to create the most complete record possible.
- C. No periods, spaces or accent marks are used in names except:
 - 1. St Clair, John
 - 2. O'Keefe, John
 - 3. Hetland-Morrison, Judith

- D. Use spaces on name as indicated on individuals social security card. If proper spacing is not known, do not include spaces in name.
 - 1. Vanness, John (this name is John Van Ness)
 - 2. McArthur, John
 - 3. MacArthur, John
- E. NO titles such as REV, DR, FR, SR, etc., are permitted in the name fields. There is a separate TITLE field available in the system.
- F. Periods will not be used with initials.

II.1.4

Process for Name Creation (General)

- A. If a person exists on the Peoplesoft System, their information can be accessed by utilizing the search match capabilities. Various combinations for search match may be used. The combinations include:
 - 1. First name, Last name, Date of Birth, National ID
 - 2. Last name, Date of Birth, National ID
 - 3. Date of Birth, National ID
 - 4. First Name, Last Name, National ID
 - 5. Last Name, National ID
 - 6. National ID
 - 7. First Name, Last Name, Date of Birth
 - 8. Last Name, Date of Birth
 - 9. First Name, Last Name, City
 - 10. Last Name, City
 - 11. First Name, Last Name
- B. If the match does not exist in the system, the message “FUNNEL SEARCH FOUND NO MATCHES”.
If this message is displayed, check to determine if the information was entered correctly and search with other demographic information.
- C. On National ID – do not use dashes within number. For example: 111-22-3333 should be entered as 111223333.
- D. If the person did not supply a complete birthday in the Legacy System, a default of 01-01-1900 was entered on Peoplesoft. Please check the name with the default birth date if a match is not found. DO NOT EVER add a new person to an inaccurate date of birth.
- E. Every effort should be made to use only complete legal names in the Bio/Demo System. Therefore, if the name provided is Bob, please search with Robert also. Other examples include, but are not limited to: Dick – or Rick or Richard, Bill – or Will or William, Liz – or Beth or Elizabeth.
- F. Nicknames - should not be used. Examples of nickname, currently in the system include Butch, Chip, Skid or Bud. If a Bio/Demo Record is currently in use with a nickname such as the ones previously mentioned, please obtain documentation of the complete legal name, update the person’s legal name field and use the preferred name field for the nickname.
- G. Campus ID - may not be changed or deleted. This is the Common NAID number from CICS, and it acts as the link between the Peoplesoft System and CICS. If it is removed, the information will not be updated between the systems.
- H. VA benefits - do not enter anything here unless you are the Veterans Certifying Official for your institution.
- I. Visa/Permit Data - do not change or delete any other information unless you are the designated signing official for your institution.
- J. Citizenship - do not change or delete any other information unless you are the designated person for your institution.

- K. The prefix should not be considered part of the name. Titles such as Dr., Miss, Mr., Mrs., Ms, Rev., are not part of name and should be excluded from the name field.
- L. The Suffix should not be considered part of the name. Suffixes such as Jr. III, etc. are not part of the name and should be excluded from the name field.

II.1.5

Name Types and Description

The Peoplesoft System allows for the creation and maintenance of multiple name types. They include:

Name Type	Description
Degree	Name to be submitted for graduation
Father	Name of father or male legal guardian
Former 1	Former Name
Legal	Legal name to be used on transcript and other legal documentation – requires legal documentation to change – THIS IS WHAT IS SEEN ON THE BIO-DEMO RECORD.
Maiden	Birth name of anyone whose legal name is different
Mother	Name of mother or female legal guardian
Preferred	Name by which student/faculty/staff prefers to be addressed
Primary	Required. Name used for HR as printed on the social security card and other value documentation
Former 2	DO NOT USE
Other	DO NOT USE

II.2

Address Types and Description

The Peoplesoft System allows for the creation and maintenance of multiple address types. They include:

ADDRESS TYPE	DEFINITION
Campus	Used by employees to identify campus address.
Dormitory	Student's current residence hall address.
Home	Street address at which the individual resides. Home phone number is required for those receiving loans.
Mailing	Postal address to which correspondence should be sent.
Permanent	Address for permanent records, usually the hometown. For International Students this is their home country address.
Billing	Address for billing purposes.
Business	Address used for Fed Ex (et al) deliveries.
Parent	Parent's Address.

Every effort shall be made to create an individual's record with at least one of the above-listed addresses.

The address consists of the following:

Country

Use one of the provided foreign country codes. The format of the address fields may automatically alter, based on the chosen country code. If the correct code is known it may be entered here.

Address Line 1

Address line used for the street address.

Address Line 2

Additional line for street address where required. It Should NOT be used unless extremely necessary.

Address Line 3

Additional line for street address where required. Like Address Line 2, it should not be used unless extremely necessary.

City

The address CITY.

State

The address STATE. Use the standard 2-character abbreviation for states, Provinces, etc.

Postal Code

The address ZIP CODE. Use the 5 digit ZIP CODE or the 9 digit ZIP+4 CODE for U.S. addresses.

County

If known, enter the full county name here, whether it is in North Dakota or not.

Effective Date

As it states, the date the address becomes effective. Present and future dates may be used, but past dates may not be entered.

Phone Number

Enter a three-digit area code + the seven-digit phone number

Generally speaking, a completed and signed uniform NDUS Admission Application Form shall be considered a primary document for creating a student address.

Generally speaking, a Personal Data Form, completed and signed, shall be considered a primary document for creating an employee address.

II.2.1

Address Creation Personnel

The NDUS will designate at each institution a limited number of offices and personnel positions within those offices with the ability and security clearance to CREATE AN INDIVIDUAL on the NDUS system. At least one address MUST be included at the time an individual is created. A larger, but still limited group of personnel will have ability and security clearance to change or enhance the address data on an individual.

Personnel will no longer create and maintain institutional data, but they will create and maintain system-wide data. Therefore, any institution-initiated policies concerning address can no longer be allowed. The address information must conform to uniform NDUS policies on the use of address.

Responsibility for address creation on each campus shall be done within the following offices as a function of creating an individual:

Student Records	- Home, Mailing, Parent and/or Permanent Address may all be created here -Admissions/Recruiting (Student or Academic Affairs)
Employee Records	- Campus Address – the address where the person is employed - Payroll/Personnel (Human Resources)

II.2.2

Rules for Address Creation

- A. Include the street address, P.O. Box number, rural route number, or the highway contract route number.
- B. Use consistent abbreviations. They are identified below.
 - St – Street
 - Ave – Avenue
 - Dr – Drive
 - Ln – Lane
 - Pl – Place
 - Rd – Road
 - Cir - Circle
- C. Include the following information on address line 1 when available:
 - Rm – The room number where the mail is being directed
700 Logan Dr Rm 5
 - Ste – The suite where the mail is being directed
259 Fortingham St Ste A
 - Apt – The apartment number where the mail is being directed
108 Johnson Ave Apt 111
- D. Indicate whether it's N (north), E (east), W (west), or S (south) Street
458 N Crow St
- E. Use the ZIP CODE and if available, use the ZIP+4 code.
- F. Do not use periods. The abbreviations provided above without periods is preferred by the U.S. Postal Service
744 E Huntington Rd

G. Numbered streets should be entered as follows:

First – Ninth Street or Avenue should be spelled out

709 First Ave S

10th and above Street or Avenue should appear without the ‘th’ or ‘nd’ as follows:

900 10 St

501 11 Ave

266 19 St

2009 22 Ave

II.3

Name Maintenance

II.3.1

Name Change Philosophy

If an individual changes his/her complete legal name, the NDUS system will, upon student request and with appropriate legal documentation, change the individual’s record accordingly. A history of all names must be maintained.

II.3.1.1

Individuals With Current Record

An individual who is currently enrolled or employed will be given the opportunity to change his/her name on the NDUS file. Some changes will be considered minor name variations and will require completion of a Name Change Form, an Application for Admission Form, a Re-admit Form or a Personal Data Form, but no documentation. (See II.2.3.1 for example)

Other changes will be considered major name changes and will require a signed name change along with complete legal documentation of the name change and an updated social security card. The signed name change form and copies of the legal documentation must be retained by the institution/office processing the change. The legal name may be changed by Student Administration personnel, but the primary name must be changed by Human Resource personnel. The NDUS approved name change form is included at the back of this book.

In some cases, such as gender change, copies of appropriate documentation must be attached and retained. (See II.3.2.1 for examples).

II.3.1.2

Individuals Without Current Status or Activity

Upon request and with required legal documentation, a former student or employee may change his/her name on the NDUS computer system. Each institution will develop and maintain an internal system of cross-referencing with older file systems and paper file systems. A history of all names must be maintained.

II.3.2

Minor Name Variations

Minor name variations shall be completed with a Name Change Form, an Application for Admission, a Personal Data Form or a Re-Admit Form. Examples of this include adjusting a name from Rich to Richard or a middle initial of S adjusting to Scott.

II.3.2.1

Minor Name Variations - Description

The following are considered minor name changes:

- An initial to a full name, such as G. Robert to George Robert
- A variation or shortened form to a full or formal form, such as Bill to William, Rob to Robert, Peggy to Margaret
- The addition of a title, such as Johnson, Malcolm to Johnson, Malcolm Rev or Lee, Annabelle to Lee, Annabelle Dr

II.3.2.2

Minor Name Variations - Procedure

The following examples of minor name changes must be determined from a variety of forms or inquiries supplied by the individual such as an Application for Admission. The rules shall be strictly followed when a student Application for Admission is entered and a record already exists, or in such situations as a student becoming an employee or vice versa.

- Always maintain the most complete name on the record. Example: George Robert is preferred over G. Robert.
- A full middle name is preferred over a middle initial.
- Last names with two parts (VanHorn) should be spaced as it is on the updated Social Security Card.
- Periods will not be used with initials.

II.3.3.1

Major Name Changes - Description

The following shall be considered major name changes:

- Change in last name because of marriage or dissolution of marriage
- Replacement of a middle name with a former name
- Change in part or all of the name because of gender change
- Replacement of part or all of the name with a different or unrelated name; for instance, a change from Rob to Robert is a minor variation; a change from Robert to Peter is a major name change

II.3.3.2

Major Name Changes - Documents and Procedures

A completed and signed name change form (see back of booklet for NDUS approved form) will be required for all major name changes. In addition, copies of legal documentation detailing the change of name and the updates Social Security Card **must be kept** with the form. In the case of gender change, copies of appropriate court documents showing the previous and current names and gender change, along with the updated social security card **must be included** with the name change request. Copies of these documents **must be retained** for audit purposes.

II.3.3.3

Monitoring Name Changes

A report listing all changes to names relating to individuals at your specific institution will be available at Home – Build Community - Bio/Demographic Data (Student) – Report – NDU Name Change Report. Individuals with specific security will be able to run this report. This will provide a list of all the individuals with name changes since the last time this report was run by the individual. This replaces the report in legacy providing the same information.

II.4

Address Maintenance

II.4.1

Address Change Philosophy

Upon request, an individual may change his/her address through any of the following offices determined by the institution and address type.

- a. Student Financial Aid**
- b. Registrar/Records**
- c. Business Office**
- d. Payroll/Personnel**
- e. Student Health Services**
- f. Housing**

II.4.2

Rules for Address Maintenance

- A. Include the street address, P.O. Box number, rural route number, or the highway contract route number.
- B. Use consistent abbreviations. They are identified below.
 - St – Street
 - Ave – Avenue
 - Dr – Drive
 - Ln – Lane
 - Pl – Place
 - Rd – Road
 - Cir – Circle

- C. Include the following information on address line 1 when available:
 Rm – The room number where the mail is being directed
700 Logan Dr Rm 5
 Ste – The suite where the mail is being directed
259 Fortingham St Ste A
 Apt – The apartment number where the mail is being directed
108 Johnson Ave Apt 111
- D. Indicate whether it's N (north), E (east), W (west), or S (south) Street
458 N Crow St
- E. Use the ZIP CODE and if available, use the ZIP+4 code.
- F. Do not use periods. The abbreviations provided above without periods is preferred by the U.S. Postal Service
744 E Huntington Rd
- G. Numbered streets should be entered as follows:
 First – Ninth Street or Avenue should be spelled out
709 First Ave S
- 10th and above Street or Avenue should appear without the 'th' or 'nd' as follows:
900 10 St
501 11 Ave
266 19 St
2009 22 Ave

II.4.3

Address Usage Table

An Address Usage Table was created for use in letter generation and report production. The table shows the choices to be used and the address usage hierarchy behind each choice. The address choices include:

HoPrPeBiMa	Home, Preferred, Permanent, Billing, Mailing
PePrHoOt	Permanent, Preferred, Home, Other
DoHo	Dormitory, Home
PeHoMaCaDo	Permanent, Home, Mailing, Campus, Dormitory, Billing, Preferred, Legal, Business, Other, Other 2, Veteran, Work, Parent, Check
BiPrDoMaHo	Billing, Preferred, Dormitory, Mailing, Home
HoPeMaPrOt	Home, Permanent, Mailing, Preferred, Other
PrHoPeBiDo	Preferred, Home, Permanent, Billing, Dormitory

III.1

Common Bio/Demo elements

III.1.1

Marital Status

Common-Law
Divorced
Head of Household
Married
Separated
Single
Unknown
Widowed

Self-reported. Changed at the request of the individual without documentation.

III.1.2

National ID

For most students, this is the social security administration number of the individual. This number must be unique. Adjustments to this number must be made based on approved legal documentation (i.e. government issued photo ID and individuals SS card).

Adjustments to this field are made by Human Resource personnel if the student also has an employment record. In specific circumstances (i.e. the student does not have an employment record), this field may be adjusted by an individual within the Student Administration area who has security access to make this adjustment. Copies of all documentation used for the change must be retained for audit purposes.

If the student has more than one National identification number (i.e. a foreign student with work authorization), the United States SSN must be shown as the primary National ID on the students bio-demo record.

III.1.3

Gender

Male
Female
Unknown

A change may be made if the individual appears bearing photo government issued ID when the change is apparent. Bonifide gender changes must be documented.

III.1.4 Date of Birth

One of the **primary** or essential elements required when creating an individual record. **This is not optional.** While it cannot be required, every effort should be made to obtain it. MM – DD – YY must all be included.

- MM = month
- DD = day of month
- YY = year

No change should be made to ‘date of birth’ without documentation.

III.1.5 Military Status

This is the current military status. The choices listed below relate to Federal Veterans Services Employment Reporting requirements. The definitions are provided by PeopleSoft.

Active Reserve	A person who is currently on Active reserve
Both Veteran	No definition
Inactive Reserve	A person who is currently on Inactive Reserve.
Miscellaneous Veteran	No definition
No Military Service	A person who has no former or current military service
Not A Veteran	No definition
Not Indicated	A person whose military status was not indicated
Not A Vietnam Era Vet	A person who is not a Vietnam Era veteran
Other Protected Veteran	This value should be used only for U.S. employees who meet the criteria of Other Protected Veteran. This field is used to generate the VETS 100 report so it is important that this value be used only for those that meet the criteria of an Other Protected Veteran as defined by the Veterans Administration.
Post Vietnam Era Veteran	A person who served after the Vietnam Era veteran
Pre Vietnam Era Veteran	A person who served prior to the Vietnam Era veteran
Retired Military	A person who is currently retired from the military
Vietnam and Other Protected Veteran	This value is designed to specify an employee who meets both the requirements of a Veteran of the Vietnam Era and the requirements for Other Protected veteran. An example of this would be an employee who served in World War II and in Vietnam. Starting with the 2000

reporting year, the VA requires tracking employees who are both under both categories.

Vietnam Era Vet

A person who us a Vietnam Era veteran

Vietnam Veteran

This should be used only for eligible US Vietnam-era veterans. This field is used to generate the VETS-100 report, so it is important that this value not be used for any employee except those who meet the VA criteria for an Eligible Vietnam Era Veteran.

III.1.6

Campus ID

The number listed is the Common NAID from the Legacy system. This provides the link in the interface between the legacy and ConnectND systems to facilitate information flow between the two systems. Security access is required to adjust this number.

III.1.7

Visa/Permit Data

Specifies what country and type of VISA the individual holds.

The institution's designated immigration official responsible for immigration issues is the only person who should modify the information on this page.

Fields listed here include: Country; Visa Type; Effective date; Visa Number; Status; Status Date; Duration (months); Issue Date; Date of Entry into Country; Expiration Date; Issuing Authority; and Issue Place. It also includes a place to note supporting documents that may be needed.

III.1.8

Citizenship

This information is self-reported. It may be changed at the request of the individual provided they supply the government issued documentation of the change. An example of this is a green card for a permanent record. Copies of all documentation must be retained.

The designated immigration official is responsible for immigration issues on the campus and the only person who should modify the information.

III.1.9

Phone

Upon request, an individual may change his/her phone number s through any of the following offices determined by the institution and phone type.

- g. Student Financial Aid**
- h. Registrar/Records**
- i. Business Office**
- j. Payroll/Personnel**

k. Student Health Services

l. Housing

Phone types listed include: Billing; Business; Campus; Cellular; Check; Dormitory; Fax; Home; Mailing; Main; Other; Page 1; Pager 2; Parent; Permanent; Telex; and Work.

III.1.10

E-Mail Address

The following e-mail types may be maintained in PeopleSoft.

E-MAIL TYPE	DESCRIPTION
Campus	Reserved for campus e-mail system
Other	Personally selected e-mail
Business	Student/Employee work e-mail (off-campus)

III.1.11

Ethnic Group

Optional. Student may request that the data be modified; otherwise, the data is never changed.

III.1.12

Ethnicity Detail

The ethnic detail for a student may be further delineated by a percentage basis. Examples of options here include: African American; Alaskan Native, Asian, Cambodian, Choctaw, Hawaiian, Seminole, South American, and White, etc. One of the ethnic groups should be listed as primary.

III.1.13

Disabled Veteran

This field should be changed only by the Institutions Veterans Affairs Certifying Official.

III.1.14

VA Benefit

This field should be checked only by the institutions Veterans Affairs Certifying Official.

Other Related Bio-Demo Information

IV.1.1

Relations – examples include

- Alumni (L)
- Student Application (A)
- Employee
- Financial Aid (F)
- Prospect (P)
- Student (S)

Student Financials (I)
Recruiter (RCR)
Advisor (AVS)
Instructor (IST)
Friend (FND)

III.1.16
Privacy Release Indicator

Indicates which directory information may be released. (Click on window shade)

' ' – may release (' ' represents space)
N – may not release

III.1.17
Parent Type

Type of address the parent address represents. Blank is both parents are at this address. Other values:

Father
Mother
Other

