

Bowling Green State University
PeopleSoft Information Item
ESC Submission May 10, 2004



Identification Information:

Reference Number	HCM-0010
<i>Functional Area</i>	Human Resources
<i>Title</i>	Name Prefix

Background Information:

BGSU does not currently carry name prefixes (Dr., Mr., and Ms.) in AHRS now. There is one instance where a prefix is necessary (list of faculty in the Course Catalogs) and the Highest Degree Earned field determines the prefix.

PeopleSoft delivers pre-formatted letters and emails for automated generation of mailings. The salutation of the letters reads "Dear <Prefix> Last Name". If prefixes are not used the letter would say Dear Smith versus Dear Dr. Smith.

Information Item:

During conversion from AHRS to PeopleSoft, a prefix for each employee will be created. If the person's highest degree is PhD, the prefix will be 'Dr'. If the highest degree is not a PhD, the prefix will be Mr. or Ms. based on the person's gender. The military faculty will use their rank as a prefix and this will be added manually.