

New employee identification features help create a more inclusive workplace

ADP® Diversity, Equity and Inclusion (DE&I)



Always Designing
for People®



Your employees are your most important asset. To value each of them, it's important to establish an inclusive workplace. At ADP, we design our solutions to help you be inclusive. We've developed two new features into the ADP technology platforms — voluntary gender self-ID and Preferred/Chosen Name — to support employees' true self and identify in the workplace.

Did you know

- "Anyone" can use Preferred/Chosen Name (e.g., people who want to go by a nickname - Will instead of William; for ease of pronunciation - Chi instead of Chiwetel; for gender identity - Amanda instead of Laslow; and many other reasons)
- Learn more [here](#) and [here](#)

Enable employees to be seen and known by a Preferred/Chosen Name that reflects their identity

An employee's Preferred/Chosen Name will be shown to coworkers, managers, supervisors and practitioners. Regardless of gender identity, anyone can have a preferred or chosen name.

Legal Name will be shown to practitioners, in specific business processes where required.

Practitioners may search by Legal Name and by Preferred/Chosen Name in the ADP platform.

Personal Info

Name

Legal Name
Enter the name that appears on your government-issued identification.

Legal First Name * Legal Middle Name Legal Last Name *

Preferred or Chosen Name

If you call yourself by a name that's different from your legal name, you can check the box and enter it. As you type, the Display My Name As field shows you the name ADP will use to identify you.

I use a name that's different from my legal name

Display My Name As:
Laz Patterson
This is the name ADP will show to your manager, coworkers, and HR administrators in employee search results and anywhere else your name is shown.

Preferred or Chosen First Name * Preferred or Chosen Middle Name Preferred or Chosen Last Name

We filled in the last name, but you can change or delete it.

Profiles

Patterson, Amanda Tax ID (SSN) XXXX-XX-0150
 MA - Manufacturing Associate 777246 - Manufacturing (Department)

Details

Name

Legal Name: Laslow Patterson
 Preferred or Chosen Name: Amanda Patterson
 Pronouns:

Amanda Patterson

ASSOCIATE ID: 0RNP58TQ3 | MA - Manufacturing Associate
 REPORTS TO: Mark Torres
 POSITION ID: 058&85932N
 VIEW ORG CHART

Visibility of employee Preferred or Chosen name vs. Legal name in the ADP solution

Enable employees to bring their authentic self to work with voluntary gender self-ID

Provide your employees with the opportunity to self-identify their gender or to decline to identify their gender to create a more inclusive work environment.

If you choose to include it, employees can also indicate their gender as Non-binary person/X, which may include non-binary, third gender, two-spirit, transgender, gender-fluid or other gender identity.

Also empower employees to select their pronouns and salutations in the ADP platform, such as the non-binary salutation (Mx.).

A screenshot of a web interface showing a dropdown menu titled "Gender" with a question mark icon. The menu is open, displaying four options: "Woman / Female", "Man / Male", "Non-binary Person/X", and "Prefer not to say". The first option is highlighted with a teal bar.Two screenshots of web interface dropdown menus. The left one is titled "Pronouns" and shows options: "She/Her/Hers", "He/Him/His", "They/Them/Theirs", "Ze/Zir/Zirs", and "Prefer not to say". The right one is titled "Salutation" and shows options: "Mr. - Mr.", "Mrs. - Mrs.", "Ms. - Ms.", "Msgr. - Msgr.", "Mx. - Mx.", and "Rabbi - Rabbi". Both menus have a teal highlight on the first option.

Gender Self-ID,
Pronoun Self-ID,
and Salutations
Self-ID

To learn more about how ADP technology can help with your DE&I goals, visit adp.com/dei