

# New employee identification features help create a more inclusive workplace

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



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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 \*

Laslow Patterson

**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

Laz Patterson

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

**Profiles**

**Patterson, Amanda** (Patterson, Laslow) Tax ID (SSN) XXX-XX-0190

MA - Manufacturing Associate 777246 Manufacturing (Department)

**Details**

Personal Employment Talent Statutory Compliance

**Name**

Legal Name  
Laslow Patterson

Preferred or Chosen Name  
Amanda Patterson

Pronouns

Professional Suffix

**Amanda Patterson**

ASSOCIATE ID : 0RNP58TQ3 MA - Manufacturing Associate

REPORTS TO : Mark Torres

POSITION ID : 05&B5932N

[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.).

The image shows a screenshot of a web-based form for self-identification. It consists of three separate dropdown menus. The first menu is titled 'Gender' and has a question mark icon; its options are 'Woman / Female', 'Man / Male', 'Non-binary Person/X', and 'Prefer not to say'. The second menu is titled 'Pronouns' and also has a question mark icon; its options are 'She/Her/Hers', 'He/Him/His', 'They/Them/Theirs', 'Ze/Zir/Zirs', and 'Prefer not to say'. The third menu is titled 'Salutation' and has a question mark icon; its options are 'Mr. - Mr.', 'Mrs. - Mrs.', 'Ms. - Ms.', 'Msgr. - Msgr.', 'Mx. - Mx.', and 'Rabbi - Rabbi'. Each menu has a teal bar at the top and a downward arrow on the right side of the header.

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](https://adp.com/dei)

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