

PROCEDURE FOR THE VERIFICATION OF EMPLOYEES SSN ON INTERNAL PAYROLL

Department personnel should request that new employees provide them with social security cards to verify each individual's name and social security number. Copying social security cards is not required unless they are used as a List C item on I-9 verification documents, in which case they must be copied and attached to I-9s along with a List B item.

Human Resources will verify that I-9s received by them list a valid social security number and the form has been signed and dated by the new employee. They will then verify that the social security number has been accurately entered in PeopleSoft.

It is important that employees' names and social security numbers in the HR/Payroll system are identical to the data on their social security cards. Mismatches will create problems for the employee either at year end during the production of W-2 Forms, or in the future when they apply for benefits.

The Payroll Office will submit a file of all active Internal employees to the Social Security Administration on a quarterly basis to verify the accuracy of each employee's name, social security number, and date of birth. Social security number errors and name mismatches identified by the Social Security Administration will be forwarded by the Payroll Office to either Human Resources or Student Enrollment Services for corrective actions.

REQUIRED ACTIONS

DEPARTMENT PERSONNEL

Request to view a hire's social security card. For a non-student employee, enter the individual's name (exactly as it appears on the social security card) and social security number into e-campus, or on an IP-1 that is submitted to Human Resources. Student records should be checked to verify the accuracy of name and social security numbers in the system. Differences in name and social security numbers in the student system and on the social security card must be reported to Student Enrollment Services immediately.

Submit an I-9 Form to HR for each employee that verifies that he/she is a U.S. citizen and identifies his/her social security number to HR. Non U.S. hires should be directed to report to the Payroll Office before they begin employment.

HUMAN RESOURCES

Verify the completeness of I-9s submitted by department personnel

Match I-9 data with job data after jobs have been entered into the system.

Respond to errors for non student employees that are generated through SSA quarterly reports.

STUDENT ENROLLMENT SERVICES

Monitor and control the input of students' names and social security numbers into PeopleSoft.

Respond to errors for student employees that are generated through SSA quarterly reports.

PAYROLL

Submit files of all active Internal employees to SSA on a quarterly basis to verify names, SSNs, and date of births.

Alert HR or Student Enrollment Services of all errors and mismatches.

Submit a file to SSA after the last pay period of the calendar year to verify W-2 data.