

SR 81256: Zero SSN Electronic File Report

Last modified: June 10, 2005

FINAL

Background

Currently, when campuses hire an employee who does not have a Social Security Number (SSN), the Payroll/Personnel System (PPS) places all zeros in the SSN field. These employee records are not passed on the PPSIVR interface, which discards any records with non-unique SSNs.

With the transition to the Master Record Keeper in early July, FITSCo will use the SSN as the account identifier for employees' contribution to the Defined Contribution Plans. When campuses send NACHA transactions for these employees with "zero" SSN numbers, FITSCo will not be able to post these transactions. Moreover, once the transactions have been matched to an individual, FITSCo will not have the necessary demographic data, obtained from the PPSIVR interface, to establish an account for the employee.

The long term solution to this problem involves establishing a new "Fidelity ID" on PPS and inserting this number into the SSN field at key interfaces (such as the creation of the NACHA file and the daily Fidelity Demographic file). In the short term, HR&B will need to identify NACHA transactions associated with "zero" SSNs and manually work with the Master Record Keeper to establish accounts and reconcile transactions.

Proposed Process

A process should be developed to generate an electronic, tab-delimited file for transactions with "zero SSNs" each time a NACHA file is created during a payroll compute process.

For each batch of transactions going over to Fidelity on the NACHA file, when the employee SSN is "000000000", the following data should be written to the electronic file. The records should be in the same sequence as the existing NACHA records and the PPP4303 report.

- Location Code
- Pay Period End Date
- Check Date
- Pay Cycle
- File Creation Date
- Organization Name ("Deposit Activity") from NACHA
- SSN (EDB 0111)
- Employee Name (EDB 0105)
- Employee ID #
- Trace Number
- Transaction Amount
- Address Line 1 (EDB 0204)
- Address Line 2 (EDB 0205)
- City (EDB 0206)
- State (EDB 0207)
- Zip (EDB 0208)
- Foreign Address Code (EDB 0291)

- Foreign County Code (EDB 1118)
- Date of Birth (EDB 0107)
- Most Recent Hire Date (EDB 0113)
- Separation Date (EDB 0140)

This file should be in tab-delimited electronic format and should be retrievable via FTP by UCOP Human Resources & Benefits. A member of UCOP HR&B should be granted FTP access to the campus “drop boxes” so the files may be picked up.

The file should be named in the following manner:

FTPUSR*n*.PUT.NACHARPT.*cp*.*Emmddy*, where ‘*n*’ is the one-byte campus ID, ‘*cp*’ is the Pay Cycle, and ‘*mmddy*’ is the Pay Period End Date.