

SERVICE REQUEST #81972

SOCIAL SECURITY NUMBER VERIFICATION

September 24, 2007

FINAL

November 29, 2007 (rev)

November 30, 2007 (rev)

Objective:

To create an electronic file that can be passed to the Social Security Administration (SSA) by campuses to verify employees' Social Security Numbers (SSN).

Project Type:

PPS Modification

Requested By:

Payroll Coordination and Tax Services

Analyst:

Kathy Henmi

Due Date:

Not urgent

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1.0 INTRODUCTION

The Social Security Administration (SSA) offers online and electronic methods for verifying employee Social Security Numbers (SSN). Employers can verify up to ten SSNs online. However, campuses would like to take advantage of the electronic method to verify SSNs and names for large numbers of employee records including new hires/rehires, changes to existing numbers, new numbers for nonresident aliens, etc.

Campuses may implement this process as an individual entity and one or two have. However, state legislation has indicated a desire to require all employers to utilize the SSNVS and have included penalties for paying someone without a valid number and also have included additional reporting requirements. Although this legislation has not been acted upon for the current year, it is indicative that a more formal process be developed for the University as an organization.

2.0 PROPOSED PROCESS

Transmitting an SSN verification file to SSA is the same as electronically transmitting the W-2 files to SSA. The campus IT department creates the PPS W-2 reporting file and then downloads the data to a file that can be transmitted electronically to SSA via the web. The campus will need to set up the same or similar process for the SSNVS file.

For SSN verification, specific data needs to be captured, stored, and reported on a periodic basis.

3.0 SELECTION CRITERIA (rev 11/29/07)

Whenever the SSN or employee name is updated, the changed record(s) need to be identified and included on the file that is sent to SSA for verification.

3.1 Data Elements

The following data elements are required for the SSA file:

Employee Identification Number	
Social Security Number	0111
Employee First Name	0250
Employee Middle Name/Initial	0251
Employee Last Name	0252
Date of Birth	0107
Gender Code	0108

Note: Data elements 0250, 0251, and 0252 are used in the W-2 process.

4.0 SCHEDULE

The file is to be created on a monthly basis.

5.0 FILE

Select the records for the changes that are to be reported for the previous month.

5.1 File Layout

Create a file with the data as outlined in Attachment 1. No header or footer records are required.

The SSA does not accept certain values on the file regarding the employee's name. The inconsistent data needs to be corrected prior to submission of the file.

5.2 Edits

If the employee's name (first, middle, or last) is modified, place an asterisk in position 103 on the file (see Attachment 1).

5.2.1 Employee First Name (DE0250)

The Employee First Name must contain at least one character (field cannot be blank). If there is no first name, then enter "NFN". If the name is longer than 10 characters, then truncate the name after the 10th character. For example:

BARTHOLOMEW = BARTHOLOME

Do not use hyphens, apostrophes, blanks, periods, suffixes (Jr.), or prefixes (Dr.). If any of these are encountered, drop them and adjust the spacing. For example:

MARY JO-BETH = MARYJOBETH
WILLIAM JR. = WILLIAM

5.2.2 Employee Middle Name/Initial (DE0251)

If the name is longer than 7 characters, then truncate the name after the 7th character. For example:

BARTHOLOMEW = BARTHOL

This field can be blank if there is no middle name.

Do not use hyphens, apostrophes, blanks, periods, suffixes (Jr.), or prefixes (Dr.). If any of these are encountered, drop them and adjust the spacing. For example:

MARY JO-BETH = MARYJOBETH
WILLIAM JR. = WILLIAM

5.2.3 Employee Last Name (DE0252)

The Employee Last Name must contain at least one character (field cannot be blank). If the name is longer than 13 characters, then truncate the name after the 13th character. For example:

CHANDRASEKARAN = CHANDRASEKARA
SANGARAMOORTHY = SANGARAMOORTH

Do not use hyphens, apostrophes, blanks, periods, suffixes (Jr.), or prefixes (Dr.). If any of these are encountered, drop them and adjust the spacing. For example:

SMITH-JONES = SMITHJONES
HAWKINS, DR. = HAWKINS

If for some reason an edit causes the last name to be blank, enter “NLN” for no last name. (rev 11/30/07)

5.2 Test File

A test file is not required.

5.3 Ad Hoc Process (rev 11/29/07)

Create an ad hoc process so that campuses can submit their entire data base without regard to changes to the employee name or SSN that have been specified above.

Select all employee records regardless of employment status and create a file in the format as outlined in Attachment 1.

6.0 REPORTS

Since campuses will submit and receive data electronically, there is no need for a report. Campuses can download the data into a software application to create their own reports.

7.0 IMPLEMENTATION

Implementation is not urgent and campuses do not have to install these changes at the same time.

ATTACHMENT 1

FILE FORMAT SENT TO SSA

FIELD NAME/ DATA ELEMENT	INSTRUCTION	POSITION	FIELD SIZE	FIELD TYPE	DATA
Social Security Number (DE0111)	Must include all 9 digits including lead zeroes May not be left blank	1-9	9	Numeric	nnnnnnnnn
Entry Code	Must insert "TPV" May not be left blank	10-12	3	Alpha	TPV
Processing Code	Must insert "214" May not be left blank	13-15	3	Numeric	214
Employee Last Name (DE0252)	Do not use hyphens, apostrophes, blanks, periods, suffixes (Jr.), or prefixes (Dr.) Must contain at least one character May not be left blank (truncate name if more than 13 characters) Left justify, blank fill	16-28	13	Alpha	
Employee First Name (DE0250)	Do not use hyphens, apostrophes, blanks, periods, suffixes (Jr.), or prefixes (Dr.) Must contain at least one character May not be left blank (If no first name, use "NFN") (truncate name if more than 10 characters) Left justify, blank fill	29-38	10	Alpha	
Employee Middle Name/Initial (DE0251)	Do not use hyphens, apostrophes, blanks, periods, suffixes (Jr.), or prefixes (Dr.) (not a mandatory field) (truncate name if more than 7 characters) Left justify, blank fill	39-45	7	Alpha	
Date of Birth (DE0107)	MMDDYYYY If none, leave blank (not a mandatory field)	46-53	8	Numeric	mmddyyyy (the century must be added)
Gender Code (DE0108)	Must contain one of the following: M=Male F=Female U/blank = unknown (not a mandatory field)	54	1	Alpha	M, F, or blank
Blanks	Social Security use only	55-89	35	Blanks	
User Control Data	Employer use only Employee ID # left justify, blank fill	90-102	13	Alphanumeric	Nnnnnnnnn bbbb
User Control Data	If the employee's name has been modified, enter an asterisk; otherwise, enter blank	103	1	Alphanumeric	*
Blanks	Social Security use only	104-123	20	Blanks	
Requester Identification Code	Enter OEVS	124-127	4	Alpha	OEVS
Multiple Request Indicator	Must insert "000"	128-130	3	Numeric	000