



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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December 11, 2007

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Re:	Release:	1797
	Service Requests:	81972
	Programs:	PPP777 (new)
	Copymembers:	CPWSSSNV (new)
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPP777 (new)
	CICS Maps:	None
	Forms:	UPAY928 (new)
	Table Updates:	System Messages Table
	Urgency:	Not Urgent (see Timing of Installation)

This release addresses the following service request:

Service Request 81972

Service Request 81972 asks that a process be developed to produce a Social Security Number Verification (SSNV) file containing employee records whose employee names (First Name, Middle Name, or Last Name) and/or social security numbers have changed in the previous month so that the file can be passed to the Social Security Administration (SSA) for verification.

Below are the *Introduction*, *Proposed Process*, and *Selection Criteria* sections quoted from Service Request 81972. Refer to Service Request 81972 for the complete details.

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 SSNV 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 SSNV file.

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

3.0 SELECTION CRITERIA

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.

Programs

PPP777

PPP777 has been developed to produce the Social Security Number Verification File. PPP777 is a single COBOL program driven by a run specification record that is used to determine whether a full Social Security Number Verification (SSNV) file or partial Social Security Number Verification file should be produced.

PPP777 selects, regardless of the Employment Status (**EDB 0144**) value, all employees presently on the EDB. However, employees with a name field (**EDB 0105**) consisting of all asterisks (remnant records from ID changes) are rejected.

Copymember

CPWSSSNV

This new copymember contains the file format for the creation of the Social Security Number Verification File.

Bind members

PPP777

This new bind member contains the bind statements for plan PPP777.

UPAY Form

Form UPAY928 has been developed containing the Run Specification Record format for program PPP777. A sample form is available at <http://www.ucop.edu/payroll/forms.htm>.

JCL

PPP777

The test JCL provided with this release to run program PPP777 can be used as a model to create the production JCL.

Test Plan

An installation Test Plan is provided as a separate document.

Installation Instructions

Installation Instructions are provided as a separate document.

Timing of Installation

The installation of this release is ***Not Urgent***.

Depending upon each campus schedule, the production of the Social Security Number Verification (SSNV) File via program PPP777 should be produced in the Month End Reporting Process. However, at the discretion of the campus, if there is a desire to verify employee Social Security Numbers to the Social Security Administration sooner, the campus can produce the SSNV File earlier than the Month End Reporting Process. Note that when an input SSSNV History File is ***not*** used, a complete SSNV Detail File is produced regardless if there are changes to the employee's social security number or employee's name (Last Name, First Name, or Middle Name. When an input SSNV History File ***is*** processed, only those employees' whose social security numbers and/or employee names have changed are recorded on the SSNV Detail File.

As usual, campuses are encouraged to install this release in as timely a fashion as possible, and in the normal numeric sequence of releases.

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call (510) 987-0464.

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