

## Use of Social Security Numbers Employee Services Procedural Statement Effective April 2018

### **Statement and Background**

The University of Colorado (CU) collects and stores a Social Security number on every individual who has an employment relationship or the following Person of Interest (POI) relationship with CU: pre-employment or security access.

### **Social Security Number Stored in HCM**

A valid Social Security number must be entered into HCM for all employees as well as pre-employment and security access POI types (see employee requirements below.)

### **Use of Social Security Number for POI types pre-employment and security access**

The correct Social Security number must be entered into HCM for pre-employment, and security access POI types. If the SSN hasn't been obtained at the time of entry, the field should be left blank temporarily and the assigned SSN must be entered into HCM once obtained (within 30 days). An exception to the SSN requirement is allowed for security access type POI's who are non-U.S. individuals that do not have and are ineligible to apply for an SSN.

### **Use of Social Security Number for paid employees**

- 1) A Social Security number must be entered into HCM for all employees
  - a) Visual verification of a Social Security number is not required by CU.
  - b) If a department HR representative or central HR chooses to verify the Social Security number for its own business process, acceptable documentation includes the original Social Security card, a copy of the Social Security card, or a document with the Social Security number (such as a tax document).
  - c) Departments must not retain a copy of the Social Security card or documents with the Social Security number when used for this purpose.
- 2) The official employee name in HCM must match the name on the Social Security Administration record. Employee Services will correct the official employee name and Social Security number in HCM to match the Social Security Administration record based on the Form I-9 and E-Verify data.

### **Employee Services**

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- a) Employees may ask their departments to enter a preferred name, which may be used in such processes as campus directories and email creation.
- 3) If the employee does not have a valid Social Security number at the time of entry into HCM, follow your campus specific guidelines or leave it blank and the system will automatically populate XXX-XX-XXXX.

#### **For international employees (not POI):**

- 1) Advise the employee of their requirement to complete FORM SS-5 (application for Social Security card) as soon as possible after they have met the waiting period recommended by Campus ISSS offices (generally 10 days after U.S. entry).
- 2) If an employee has applied for but has not yet received their Social Security number, the hiring department should collect as much of the following information as possible: the employee's full name, address, date of birth, place of birth, father's full name, mother's full maiden name, gender and the date he or she applied for a Social Security number.
- 3) Ensure pay is not being withheld during the SSN application processing period.
- 4) As soon as the individual receives a valid Social Security number, it must be updated in HCM.
- 5) No tax treaty benefits can be extended until a Social Security number has been obtained and the required tax treaty forms completed with the assistance of the university's international tax specialists.
- 6) Employee Services will monitor all SSN fields containing the placeholder value to ensure that HCM is updated as required for tax reporting purposes.

#### **Employees - Social Security Card for Form I-9 Purposes**

- 1) The original (not a copy) Social Security card is required if the employee uses the Social Security card as documentation for the Form I-9.
  - a) Departments are required to make a copy for E-Verify purposes, but the copy should be uploaded into HireRight or OnBase and not stored in department files.

#### **Resources**

[Department of the Treasury Internal Revenue Service Publication 15 \(Circular E\) \(2015 Nov\)](#)

[Application for Social Security Card \(2015 Nov\)](#)

[Boulder campus International Student & Scholar Services FAQ](#)

[Social Security website](#)

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