Human Capital Management: Job Aid— CU Denver and CU Anschutz Medical Campus Only

Social Security Number Processes for Paid Employees and POIs

This document contains information about requirements for entering a Social Security number (SSN) for paid employees and persons of interest (POIs) at CU Denver and CU Anschutz Medical Campus.

> **The information in this document applies to CU Denver and CU Anschutz Medical Campus only.**
>
> Due to current campus provisioning requirements, you must follow the specific processes described in this document.

SSN Requirements for Paid Employees

A valid SSN must be entered into HCM for all paid employees.

The official employee name in HCM must match the name on the Social Security card.

If an international employee does not have an SSN at the time of entry into HCM, enter 777-MM-YYYY (where MM is the two-digit month of birth, and YYYY is the four-digit year of birth) until a valid SSN is obtained. Once the actual SSN is obtained and entered in HCM, contact the Office of Information Technology (OIT) at OIT-servicedesk@ucdenver.edu or 303-724-4357.

Important: The SSN field cannot be left blank, or provisioning will be impacted.

SSN Requirements for Persons of Interest (POIs)

Some POI Types receive automatic provisioning that creates an account for email and portal access. For those POIs that do not receive automatic provisioning (listed in this document), you must follow the sponsored user process to request an email account.

Requirements for Full SSN

When adding a POI that has either Pre-Employment (Type 13) or Security (Type 15) POI type, you must collect the full SSN. For all other POI types, use the following SSN entry guidelines.

If the POI is obtaining a Social Security card and has submitted an application, enter 777-MM-YYYY (where MM is the two-digit month of birth, and YYYY is the four-digit year of birth). While you are waiting for the POI to obtain the SSN, follow the sponsored user process. For a Security POI, after the sponsored user account is obtained, you will need to submit a ticket to the OIT Helpdesk to have the sponsored user account linked to the POI. You will have 30 days to obtain the SSN. When you obtain the SSN, enter it into HCM and contact IT to correct the SSN in the identity management account.

Requirements for Automatic Provisioning

For the POI types listed below, which have automatic provisioning, enter the full SSN, if you have it. The last four digits of the SSN are required for automatic provisioning. If you do not have the full SSN, enter 777-77 and either the last four of the SSN or the passport number, in the National ID field. If you receive an error stating "National ID cannot be used," change the two middle digits to the two-digit month of birth along with the last four of the SSN or passport number.

- Type 17 – Volunteer Clinical Faculty
- Type 23 – Affiliate – VA
- Type 24 – Affiliate NJH
- Type 25 – Affiliate – DHHA
- Type 32 – Electronic Research Admin
- Type 33 – Training Access

Requirements for POI Types without Automatic Provisioning

For the POI types listed below, which do not have automatic provisioning, enter the full SSN (if you have it) in the National ID field. If you do not have the full SSN, enter 777-77-last four of the SSN or last four digits of the person's passport number. If the individual needs a CU Denver or CU Anschutz email address, you will also need to follow the sponsored user process using the exact same digits (last four digits of the SSN or passport number) as part of that process.

- Type 7 – External Trainee
- Type 10 – Other
- Type 12 – Affiliate
- Type 16 – Veterans Administration
- Type 18 – External Instructor
- Type 20 – Volunteer
- Type 21 – Visiting Scholar

- Type 26 – Affiliate – PSL
- Type 27 – Kaiser
- Type 28 – Affiliate – Rose
- Type 29 – Student Athlete
- Type 31 - Regent
- Type 34 – CU Careers Search Committee
- Type 35 – Former Regent

Note: After the POI number is obtained, submit a ticket to the OIT Helpdesk to have the sponsored user account linked to the POI.

Requirements for Non-U.S. POIs Regardless of Provisioning

For all non-U.S. POIs of any type other than Pre-Employment (Type 13) or Security (Type 15), who do not have an SSN and are ineligible to apply for an SSN:

- Enter 777-77-last four of the passport. If there are letters in the last four of the passport number, you will need to enter the four-digit year of birth (77-77-YYYY).

- On the CU Personal Data I9 tab, select **No** for **U.S. Citizen or Legal Permanent Resident**.

- Follow the sponsored user process to create an email account for these POIs, and provide the last four of the passport (or birth year if last four contain letters) as part of this process as well. Employee Services, along with central HR, monitors these POIs.

Hard Stop on Duplicate SSN Entry

Entering temporary National IDs as described in this document still creates a risk that duplicate records may be entered into HCM. If you enter a National ID that is exactly the same as an existing person in the system, HCM will initiate a hard stop and will not allow you to move forward with the entry. If you have followed the instructions described in this document and still receive the following error and cannot continue, email HCM.HRCorrections@ucdenver.edu, and we will work with you to create a temporary SSN in HCM.

Message

National ID ######## is already used for employee ###### (1000,688)

A National ID cannot be used within the same country for two different individuals. The National ID you entered is already in use by another employee, dependent, or applicant.

OK