Social Security Number Verification

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Tax law requires that new employees' Social Security numbers be verified and accurately entered into the Human Resources Management System (HRMS).

Employing departments should ask new employees to present their original Social Security card (or a valid replacement issued by the Social Security Administration) for review. This ensures that we will accurately report each employee?s name and Social Security number for payroll and tax-reporting purposes.

The correct Social Security number and name, as recorded on the Social Security card, is entered in the HRMS with the new employee?s appointment information. This ensures accurate tax reporting to both the Internal Revenue Service and the Social Security Administration.

Newly arrived, non-resident international employees (non-resident aliens, for tax purposes) receive a temporary exemption for up to eight weeks to provide time for them to obtain a Social Security card. (See "Social Security Administration Delays in Social Security Number Issuance to International Employees [1]" for more information.)

Source URL: http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedures-7

Links:
[1] http://www.cu.edu/sites/default/files/policies/1730-social-security-administration-delays-social-security-number-issuance-international-employees/files/ssn-card-delay.pdf