Use of Social Security Numbers
Employee Services Procedural Statement
Effective January 2025

Statement and Background

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

Social Security Number Stored in HCM

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

Use of Social Security Number for POI type pre-employment

The correct Social Security number must be entered into HCM for pre-employment POIs. If the SSN has not been obtained at the time of entry, the placeholder value of XXX-XX-XXXX should be entered in the National ID field temporarily. The SSN must be entered in HCM no later than the employee's start date, ensuring the system is updated in a timely manner and compliance with university policy.

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.
   a) Employees may ask their departments to enter a preferred name, which may be used in such processes as campus directories and email creation.

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