



Human Capital Management: Job Aid—CU Anschutz

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 Anschutz.

The information in this document applies to CU Anschutz only.

Due to current campus provisioning requirements, you must follow the specific processes described in this document.

General Guidance

- The **SSN (National ID) field may not be left blank**, as leaving it blank will prevent account provisioning.
- All POI types are **automatically provisioned** for email and portal access once the POI record is created with a valid National ID value.

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 ucd-oit-helpdesk@cuanschutz.edu or 303-724-4357.

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

SSN Requirements for Persons of Interest (POIs)

The **SSN (National ID) field may not be left blank**, as leaving it blank will prevent account provisioning. All POI types are **automatically provisioned** for email and portal access once the POI record is created with a valid National ID value.

POI Type 13 – Pre-Employment

- A full SSN is required when available.
- If the POI has applied for an SSN but has not yet received it, enter 777-MM-YYYY (MM = two-digit month of birth; YYYY = four digit year of birth).
- Once the SSN is received, update the SSN in HCM.

All Other POI Types (Except POI Type 13)

- If the SSN is not provided, enter 777-77- last four digits of the passport number.
- If letters appear in the last four digits of the passport number, enter 777-77-YYYY (YYYY = four-digit year of birth).
- If no SSN exists and no usable passport number is available, enter 777-MM-YYYY (MM = two-digit month of birth; YYYY = four-digit year of birth).
 - Type 7 – External Trainee
 - Type 26 – Affiliate – PSL
 - Type 10 – Other
 - Type 27 – Kaiser
 - Type 12 – Affiliate
 - Type 28 – Affiliate – Rose
 - Type 15 – Security Access
 - Type 29 – Student Athlete
 - Type 16 – Veterans Administration
 - Type 31 – Regent
 - Type 17 – Volunteer Clinical Faculty
 - Type 32 – eRA Primary
 - Type 18 – External Instructor
 - Type 33 – Training Access
 - Type 20 – Volunteer
 - Type 34 – CU Careers Search Committee
 - Type 21 – Visiting Scholar
 - Type 35 – Former Regent
 - Type 23 – Affiliate VA
 - Type 36 – Affiliate NCAR/UCAR
 - Type 24 – Affiliate NJH
 - Type 37 – Affiliate UCHMG
 - Type 25 – Affiliate DHHA
 - Type 42 – eRA Secondary

Requirements for Non-U.S. POIs (Not Eligible for an SSN)

- 777-77-last four digits of the passport number.
- If the passport number includes letters in the last four digits, enter 777-77-YYYY (YYYY = four-digit year of birth).
- On the CU Personal Data I9 tab, select **No** for **U.S. Citizen or Legal Permanent Resident**.

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 error below and cannot continue, email HCM.HRCorrections@cuanschutz.edu, and we will work with you to create a temporary SSN in HCM.

