

Assigning and Monitoring Temporary SSNs Overview

On occasions, the employee's SSN may not be available at the time an employee record is created in Cardinal, either because the employee is a new hire and has not provided an SSN, or an employee is awaiting an SSN. In order to save the employee record in Cardinal, the SSN field must be populated. It is therefore necessary to obtain a temporary SSN in order to save an employee record when a permanent SSN is not available. This document details the processes for obtaining temporary SSNs after the employee has submitted the required SS-5 Application for a Social Security card with the Social Security Administration. The assigning of the Temporary SSN is different for employees who are eligible for VRS Retirement and employees who are not eligible. Both processes are outlined below.

A query was created to monitor temporary SSNs in Cardinal (V_HR_Monitor Temporary SSNs).

For further information on running reports and queries, see the **Cardinal HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

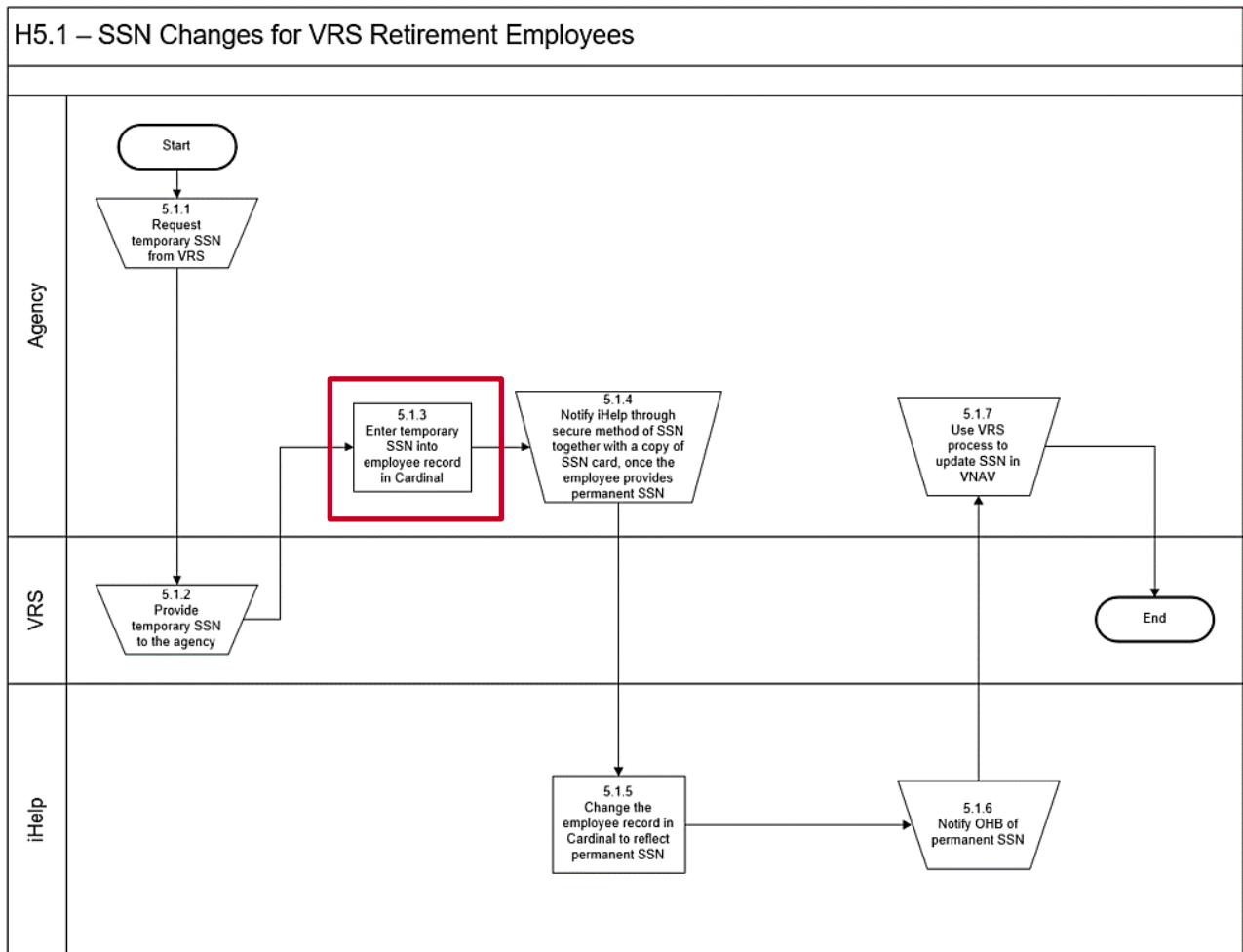
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Assigning and Update Temporary SSN to an Employee Eligible for a VRS Account

The following is the process to follow to assign a VRS Retirement eligible employee a temporary SSN and then to update once the federal social security number is assigned.

The steps to complete using the Cardinal system are highlighted with a red box in the process flow below.



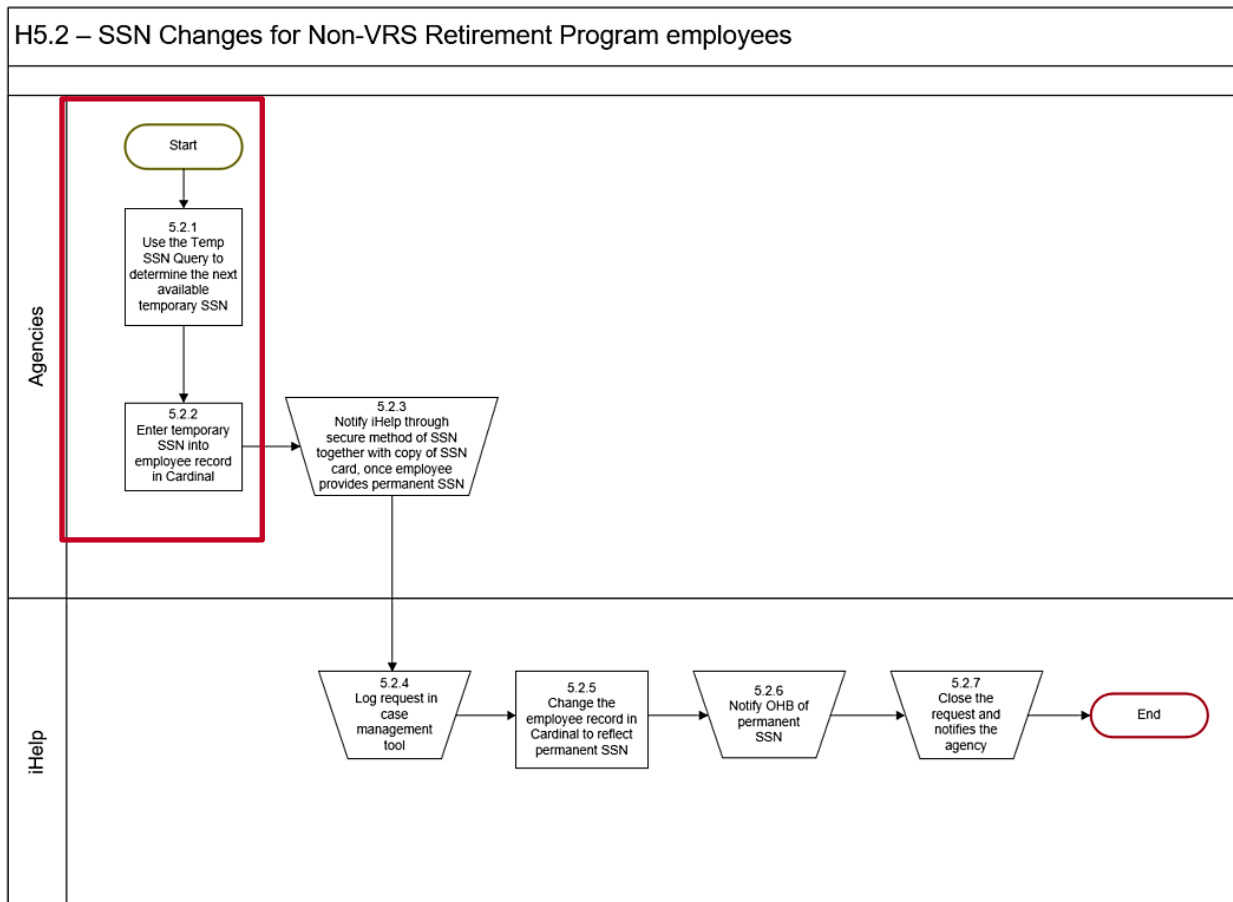
1. Request temporary SSN from VRS. This is a very important step so that the Cardinal VRS Interface program will sync job data updates while the temporary SSN is in place. This step is also required for agencies and localities that are not using the Cardinal VRS Interface to update VNAV as the employee may term and hire into another agency while this temporary SSN is still in place and Cardinal only allows one SSN per person.
2. Complete the new hire transaction with temporary SSN received from VRS. See **HR351_Completing a New Hire Job**. This job aid can be found on the Cardinal Project website under Learning.
3. Employee provides Agency HR Administrator with new Federal SSN Card received.

4. Agency HR Administrator to notify DHRM iHelp through a secure method of the employee's new social security number and include a copy of Social Security Card.
5. iHelp updates the employee Personal record in Cardinal.
6. Once the new SSN is updated on the employee's job record, use existing VRS process to update the employee's VRS VNAV account with the permanent SSN as this change does not process through Cardinal to VRS Interface, per VRS policy.
7. iHelp notifies OHB of the newly received permanent SSN.
8. iHelp to notify the applicable Payroll office once the permanent SSN has been updated.

Assigning Temporary SSN to an Employee Ineligible for a VRS Member account

The following is the process to follow to assign a non VRS Retirement eligible employee a temporary SSN and then to update once the federal social security number is assigned.

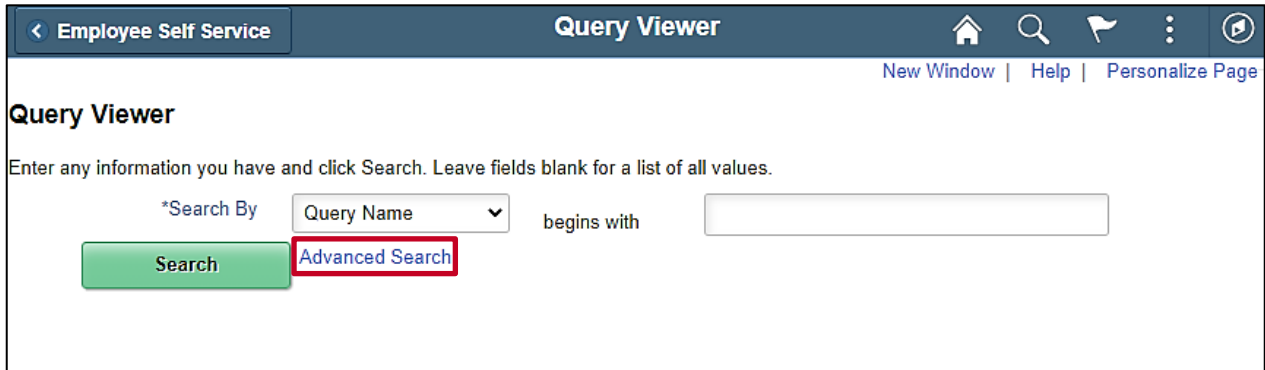
The steps to complete using the Cardinal system are highlighted with a red box in the process flow below.



1. Navigate to the **Query Viewer** page using the following path:

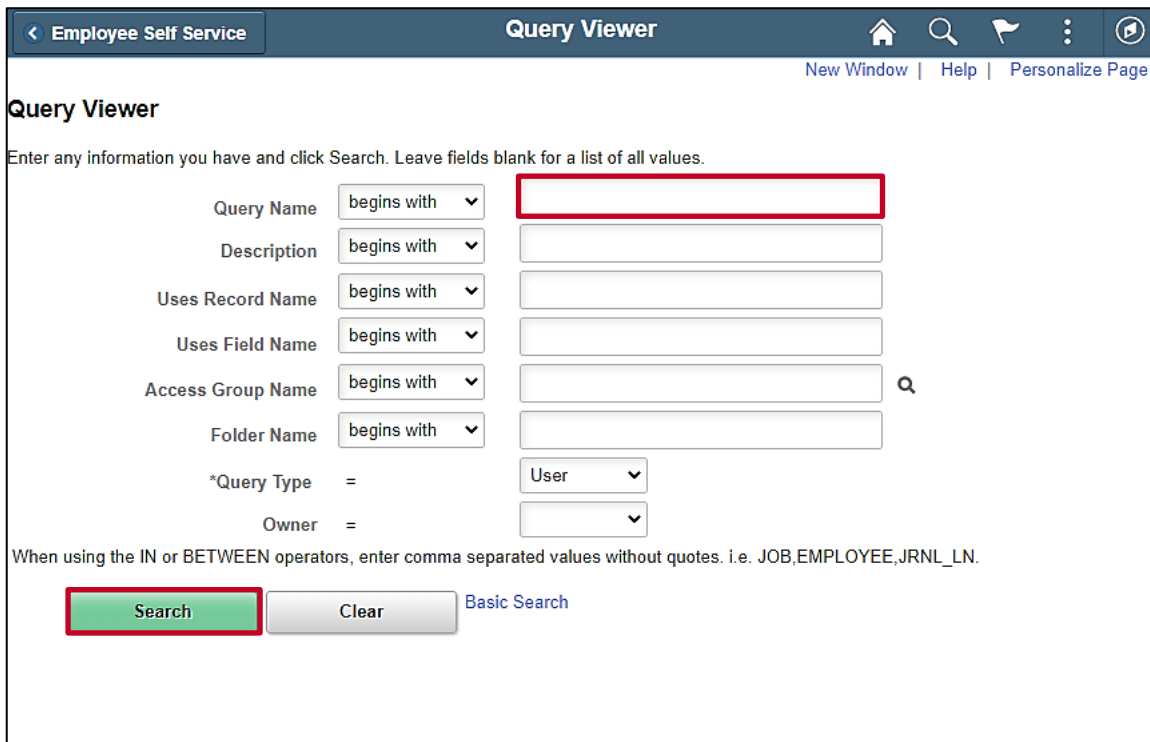
Navigator > Reporting Tools > Query > Query Viewer

The **Query Viewer Search** page displays.



2. Click the **Advanced Search** link to see additional search options to find the applicable query.

The advanced search options display.



3. Enter **"V_HR_WAGE_EE_TEMP_SSN"** in the **Query Name** field.
4. Click the **Search** button.

Note: This search will return the query that provides the last number used and you will add one to that number for the next number to be used.

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The **Query Viewer** page refreshes and the search results are displayed.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

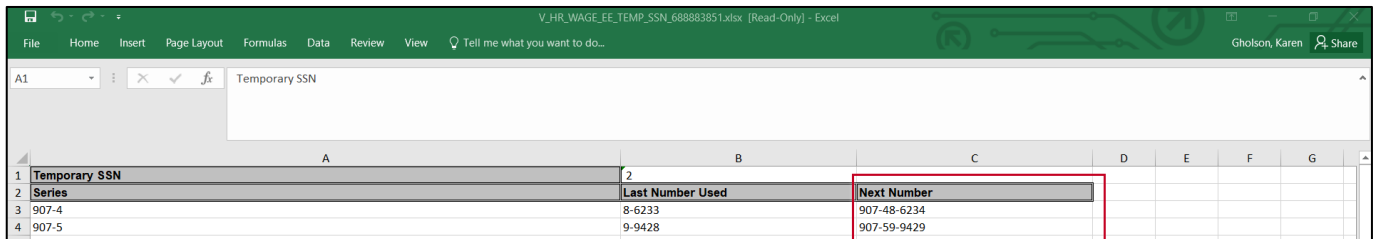
*Search By: Query Name begins with:

[Advanced Search](#)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
V_HR_WAGE_EE_TEMP_SSN	Temporary SSN	Public		HTML	Excel	XML	Schedule	Lookup References	—

5. Click **HTML** under Run to HTML.

The following page is displayed.



	A	B	C	D	E	F	G
1	Temporary SSN	2					
2	Series	Last Number Used	Next Number				
3	907-4	8-6233	907-48-6234				
4	907-5	9-9428	907-59-9429				

6. This Query displays the last temporary SSN used and the New Number you will use when completing the hire of the Non VRS employee.

- Waged employees will be assigned the number 907-4X-XXXX
- Salary employees will be assigned the number 907-5X-XXXX

7. Complete the new hire transaction with applicable temporary SSN. See **HR351_Completing a New Hire Job**. This job aid can be found on the Cardinal Project website under Learning.

8. Employee notifies Agency HR Administrator of new Federal SSN received.

9. Agency HR Administrator notifies DHRM iHelp through a secure method of the employee's new social security number and include a copy of SSN.

10. iHelp updates the employee Personal record in Cardinal.

11. iHelp notifies OHB of the newly received permanent SSN.

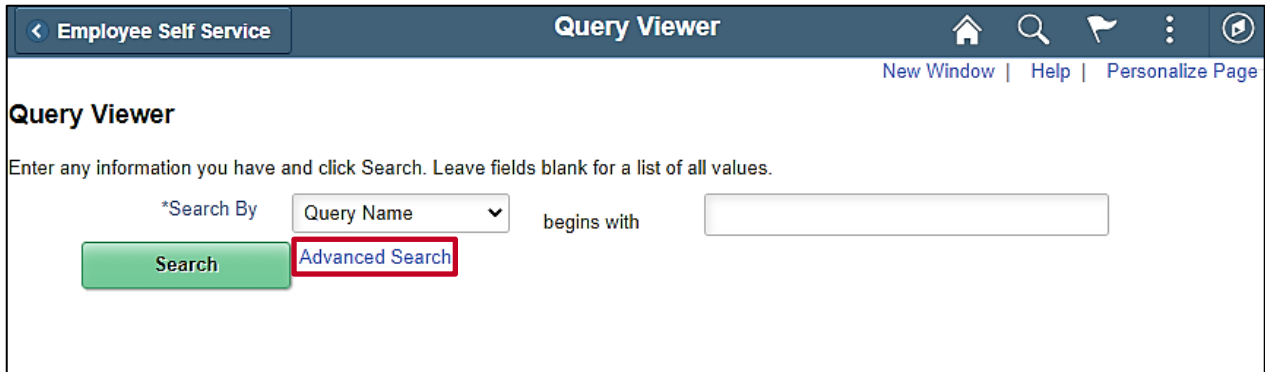
12. iHelp to notify the applicable Payroll office once the permanent SSN has been updated.

Monitoring Temporary SSNs

1. Navigate to the **Query Viewer** page using the following path:

Navigator > Reporting Tools > Query > Query Viewer

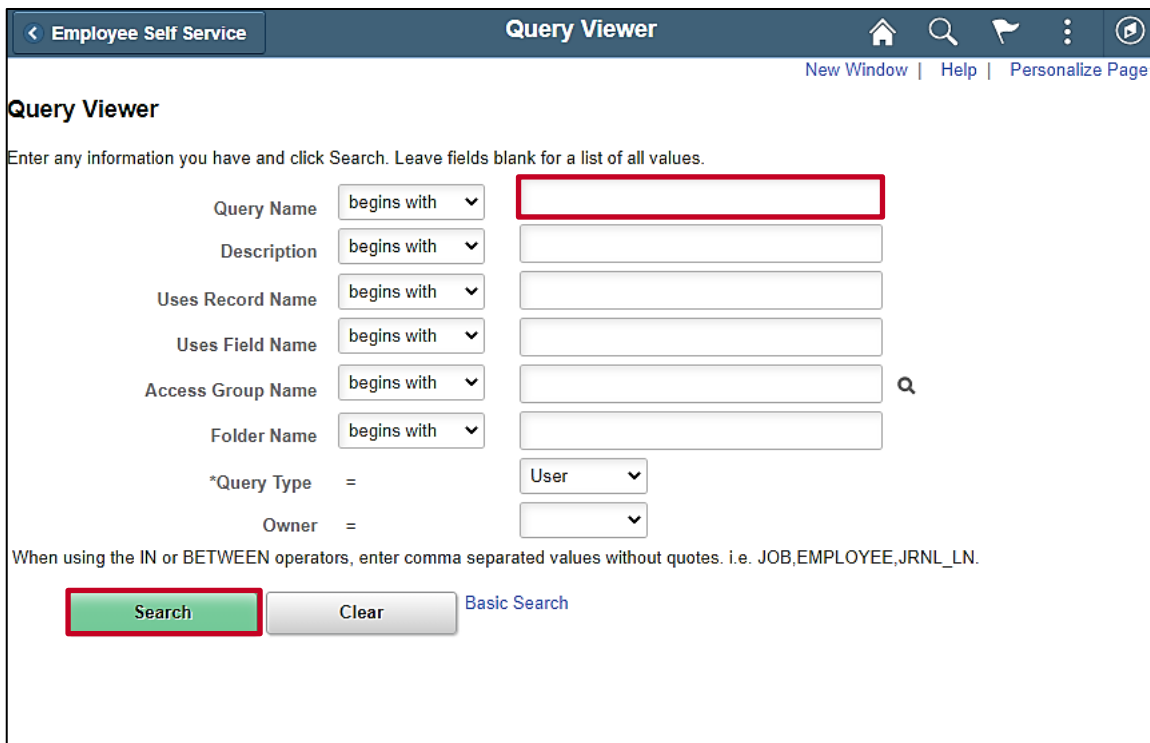
The **Query Viewer Search** page displays.



The screenshot shows the 'Query Viewer' page in the 'Employee Self Service' system. The page title is 'Query Viewer'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search interface includes a '*Search By' dropdown menu set to 'Query Name', a 'begins with' dropdown menu, and a text input field. There are two buttons: a green 'Search' button and a blue 'Advanced Search' button, which is highlighted with a red box.

2. Click the **Advanced Search** link.

The advanced search options display.



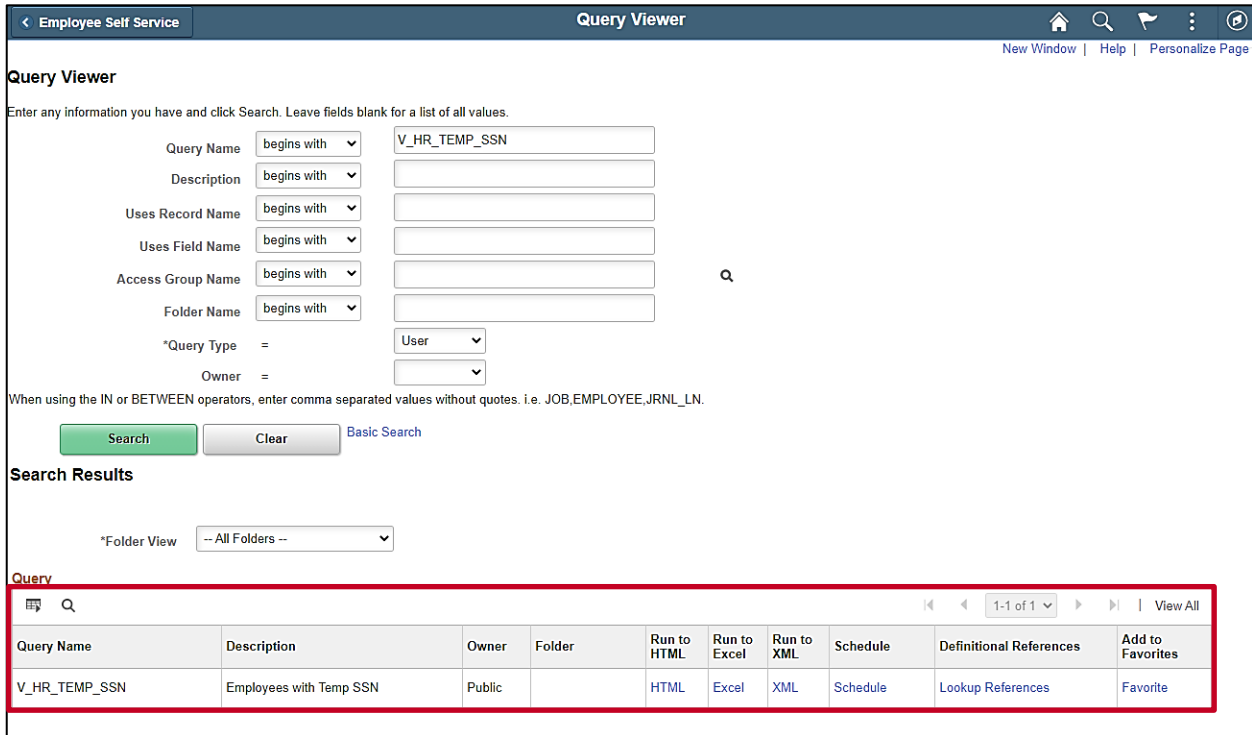
The screenshot shows the 'Query Viewer' page with advanced search options. The page title is 'Query Viewer'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search interface includes several fields: 'Query Name' (with a 'begins with' dropdown and a red-bordered text input field), 'Description' (with a 'begins with' dropdown and a text input field), 'Uses Record Name' (with a 'begins with' dropdown and a text input field), 'Uses Field Name' (with a 'begins with' dropdown and a text input field), 'Access Group Name' (with a 'begins with' dropdown, a text input field, and a magnifying glass icon), and 'Folder Name' (with a 'begins with' dropdown and a text input field). There are also two rows for '*Query Type' and 'Owner', each with an equals sign, a dropdown menu, and a text input field. At the bottom, there is a note: 'When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.' There are three buttons: a green 'Search' button (highlighted with a red box), a grey 'Clear' button, and a blue 'Basic Search' link.

3. Enter "**V_HR_TEMP_SSN**" in the **Query Name** field.

4. Click the **Search** button.

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The **Query Viewer** page refreshes and the search results are displayed.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name: begins with

Description: begins with

Uses Record Name: begins with

Uses Field Name: begins with

Access Group Name: begins with

Folder Name: begins with

*Query Type =

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNLI_LN.

[Basic Search](#)

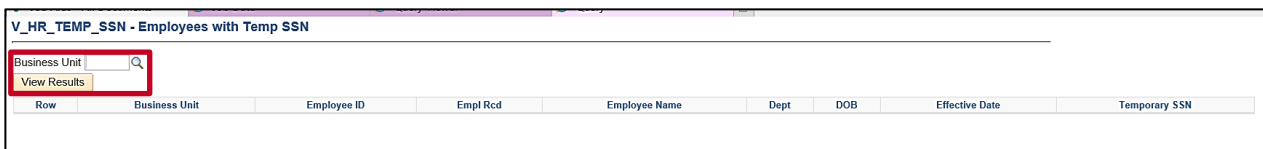
Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_HR_TEMP_SSN	Employees with Temp SSN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- If this query is run frequently, click the **Favorite** link to add it to favorites (optional).
- Click the desired output for the Temporary SSN Query (e.g., HTML, Excel, or XML).

The Temporary SSN Query displays in the selected output.



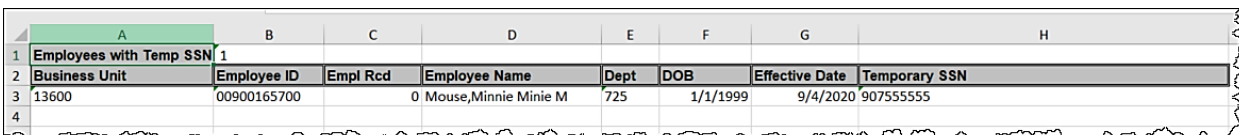
V_HR_TEMP_SSN - Employees with Temp SSN

Business Unit

Row	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN
1								
2								
3	13600	00900165700	0	Mouse, Minnie Minie M	725	1/1/1999	9/4/2020	907555555
4								

- Select the applicable Business Unit using the **Business Unit Look Up** icon.
- Click the **View Results** button.

The Temporary SSN Query displays in the requested format (e.g., if Excel is requested, the query opens in an Excel document as in the example below).



	A	B	C	D	E	F	G	H
1	Employees with Temp SSN	1						
2	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN
3	13600	00900165700	0	Mouse, Minnie Minie M	725	1/1/1999	9/4/2020	907555555
4								

- Note:** follow up with employees who have a temporary SSN in place so that the permanent SSN can be entered as payroll and healthcare records must be in sync with the SSA timely for Tax Filing and ACA reporting purposes.