



State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 70 **Social Security Number Verification
for State Employees**

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INTRODUCTION

SSNs must be verified for all new State employees. To enhance customer service and to centralize the process, this section of SAAM describes and supports the joint effort between the agencies and the GAO for the verification of SSNs.

POLICIES

1. At the end of each calendar quarter, Central Payroll will submit an HRIS file to the SSA on behalf of all agencies that use HRIS to process payroll. The file will contain a listing of all employees in the HRIS, along with their corresponding SSNs to be cross-checked against the SSA database. Based upon the data it receives, the SSA will, if necessary, send a report back to the Central Payroll indicating any discrepancies in SSNs.
 - 1.1. While it is not necessary for agencies utilizing HRIS to access the SSA's Business Service Online Program at <http://www.socialsecurity.gov/bsa>, agencies may contact the SSA telephonically and are encouraged to do so for SSN verification of all new employees.
 - 1.2. Central Payroll will notify Agency Human Resources Offices of any discrepancies in SSNs for employees. Upon receipt of the report showing these discrepancies, agencies must follow the procedures outlined in SAAM Section 5571, *Employee Eligibility Verification: Social Security Number Discrepancies*.
2. State agencies with employees on a payroll system other than HRIS must verify SSN information using SSA's Business Service Online Program at <http://www.socialsecurity.gov/bsa>, as part of their onboarding or payroll process and resolve any discrepancies as prescribed in SAAM Section 5571, *Employee Eligibility Verification: Social Security Number Discrepancies*.