

PCG Alert

Date: April 23, 2015

RE: Follow-up Information – March PCG Payroll Forum

Attention Payroll Officers:

Please forward this alert to those in your Organization who need this information:

The following is provided to answer questions raised at the March 31, 2015, Payroll Forum.

- There was much discussion on the topic of requiring employees to present a Social Security Card at the time of hire. To clarify requirements and acceptable practices in collecting important information for new hires, please see below.
 - **Social Security Cards** are never required to establish employment eligibility.
 - **Social Security Numbers** are required to ensure correct tax reporting.
 - If an employee does not have a valid Social Security Number (SSN) at the time of hire, End Users must **leave the PHRST *National ID* field blank** during the New Hire process. By clicking through the Warning Messages, the field populates with **XXX-XX-XXXX. Do not enter X's**; the system defaults to all X's.
 - Questions on this process should be directed to the PHRST Help Desk at 739-8066, Option #1.
 - Give the employee a “reasonable period of time” to obtain an SSN from the Social Security Administration. (Time will vary dependent upon the circumstances.)
 - Enter the correct SSN in PHRST as soon as the employee provides it.
 - If an SSN is not provided prior to year-end processing, the IRS and SSA accept all zeros for the SSN. This is managed centrally at PHRST; no action is required by the Organization.
 - A Form W-2c is required once the employee receives a Social Security Card and shows it to the employer.
 - The PowerPoint presentation archived on the DOA website has been updated to include this information.
- As promised, the PHRST representatives confirmed that I-9 documents are up-to-date in the PHRST system and available for selection in the *Employment Eligibility Proof* fields. The values match the most recent version of the I-9 dated 03/08/13.