Chapter 20

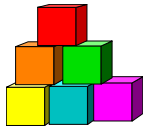# Processing a Social Security Number Change

Chapter Topics

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Processing an SSN Change

Occasionally a Social Security Number (SSN) is entered incorrectly or a dummy SSN is used during the initial processing of personnel information. NYSTEP uses SSN to keep track of an employee and is linked to a variety of important records. A change in SSN must be done on a special page and cannot be done on the personal data pages.

Access the Page

1. Click **NY Personnel Management**, **Incumbent Change Request, Process**, **SSN Change**.

   The SSN Change search dialog box will display.

2. In the search dialog box, enter the recorded SSN for the desired employee OR **Tab** down and use the **Name** or **Last Name** field. The **Name** field utilizes PeopleSoft format (Lastname,Firstname. The **Last Name** field requires all caps and converts all typing to caps). The search feature will work faster if at least the last name and first initial are keyed in the **Name** field. Press **Search**.

3. If SSN was entered, the record is displayed. If the **Name** or **Last Name** fields were used, and more than one person with the same name exists, a list will display. Double click the correct record to select.
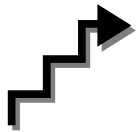
Work with the Page

1. In the **New SSN** field, type the new social security number.

2. Review your entry for accuracy. Click Save.

NOTE: NYSTEP will process a change to SSN immediately and update all incumbent and encumbent records for the employee. A social security number change in NYSTEP will **not** update the employee's social security number in other Civil Service systems.

NOTE: If multiple SSN changes are made on the same day, NYSTEP will store all of them in the SSN History on the **Personal Data 1** page.