

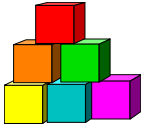
# **Using a Temporary Social Security Number**

## **Chapter Topics**

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## Using Temporary “Dummy” Social Security Numbers

NYSTEP requires that a social security number be entered to submit a transaction to hire an individual. If an individual has no record on NYSTEP or APPS and does not have a social security number, the agency may appoint the individual using a temporary “dummy” social security number.

Agencies are responsible for assigning and maintaining a record of temporary dummy social security numbers.

The temporary social security number must be formatted as follows:

Use a “9” as the first digit, followed by the five digit agency code, then a three digit sequential number (001, 002, etc.).

Examples of temporary SSNs: 908000001, 90800002 (Civil Service)

916000001, 916000002 (Public Service)

A “dummy” social security number is a temporary number and should be corrected to the employee’s actual SSN as soon as possible. To change a dummy social security number to the correct social security number for the individual, see *Processing a Social Security Number Change*.