PROCEDURES FOR OBTAINING A SOCIAL SECURITY NUMBER FOR NON-IMMIGRANT FACULTY (NON-RESIDENT ALIENS)

(These instructions are only for foreign nationals who do not have a social security number at the time of appointment.)

Departments may submit the appointment paper without a social security number, but must submit a receipt, or a letter confirming that application was made but immigration status could not be verified, from the Social Security Administration Office (SSA) as proof that the faculty member has applied for a social security number. This appointment may only be up to 9 weeks (maximum allowed without a Social Security Card). A copy of the valid employment authorization must also be attached.

The Dean of the Faculties Office will process the appointment paper and forward it to Human Resources, whereupon Saundra Williams will assign a “temporal employee identification number” for the 9-week appointment. She will e-mail this assigned temporary employee identification number to the Dean of the Faculties Office and to the appropriate Department.

IMPORTANT: This “temporal employee identification number” may not be used in any official capacity in place of a true Social Security Number, e.g. federal tax reporting on Forms W-2 or 1040-S, bank accounts, driver licenses, etc. It is to be used only for temporary payroll purposes.

At least every 30 days, the Department should follow-up with the employee to determine why the social security card has not been received. If the employee does not receive the card within the 9-week period, the employee should contact the Social Security Administration Office and get another receipt or letter.

Upon receipt of the Social Security Card, or another SSA receipt or letter, the Department must submit an ePAF or pPAF as appropriate to the Dean of the Faculties Office, to extend the appointment beyond the original 9-week appointment. Attach a copy of the Social Security Card (also send a new W-4 to Human Resources), SSA receipt or letter, and a copy of the INS employment authorization. Check the box for “OTHER CHANGES”, and explain in comments “reappointment - copy of Social Security Card attached; temporary employee identification number needs to be changed in HRMS from #_________ to reflect SSN#_________.” -- OR “reappointment - new SSA receipt/letter attached to extend appointment another 9 weeks until Social Security Card is received.”

When submitting a pPAF, submit an original and two copies of the appointment paper and the attachments to the Dean of the Faculties Office; if the appointment is C&G funded, submit an original and three copies to Sponsored Research Accounting Services prior to DOF.

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