



UNIVERSITY OF MARYLAND

UNIVERSITY HUMAN RESOURCES

PHR Service Center

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<http://uhr.umd.edu/phr/>

PHR Enhancement- Temp. SSN

To All PHR Creators,

The PHR system has been modified so you can request a temporary social security number (SSN) from the "Employee Information" page. Simply an asterisk "*" in the SSN field on the Employee Demographic page, enter all other employee demographic information, and click "Save". The temporary SSN will be automatically generated and displayed in the SSN field. This feature should only be used for those foreign nationals that have not, or are in process of, filing for a permanent SSN through the federal government. Once the employee receives their permanent SSN, you must contact the PHR Service Center to initiate an SSN change, as usual.

Those users within the division of Academic Affairs should continue to use the ARS system to generate temporary SSNs for those employee categories that are still part of the ARS system. All other employee categories not part of the ARS system, all other UMCP divisions, and other PHR institutions should use the new SSN feature in PHR and should not have to contact UMCP Payroll Services for a temporary SSN.

Also, please consider the guidelines below when issuing a temporary SSN through the PHR system:

1. Prior to creating new employee demographic records in PHR you **MUST** search for your new employee by their full name. If a record is found for the employee by name and the date of birth also matches their paper records, use that PHR record to create new employee and appointment records in PHR. After you have finished creating the record in PHR contact the PHR Service Center to request an SSN change if necessary.
2. An SSN must come from a legal, and valid, U.S. government issued document
3. In the absence of such document, a temporary SSN can be generated through the PHR system as described above
4. **NEVER** enter any other type of number (i.e. UID, Passport ID, Permanent resident number, etc.) as an SSN in PHR
5. If you generate a temporary SSN, and the employee is to be paid, the employee must exercise due diligence and apply through the Federal Government for a permanent SSN
6. Once the employee furnishes the legal documentation proving they have secured a permanent SSN, contact the PHR Service Center to initiate an SSN change. **DO NOT** create a new employee demographic record to reflect the new permanent SSN
7. **DO NOT** use PHR to test this function as any system generated SSN cannot be re-used and numbers are tracked

Please contact the PHR Service Center at 301-405-7575 with additional questions.