



ADMINISTRATIVE

POLICIES AND PROCEDURES MANUAL

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REVISION

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SUBJECT

UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC

FEDERAL IDENTIFICATION NUMBERS

Every employee of the University is required by law to have a permanent Federal Identification Number (Social Security Number).

In certain cases, such as foreign exchange students, aliens with temporary visas, or persons who have not been employed before, a number may not have been obtained from the Federal Social Security Administration at time of University employment. In these cases, an employee will be assigned a temporary identification number by the Payroll Office`. The employee must make application for a permanent Federal Identification Number through the local Social Security Administration. This process normally takes three to four weeks. Once a Federal Identification Number has been received, the employee must report it via their administrative unit so records may be updated.