



GAO Technical Bulletin

Arizona Department of Administration ♦ General Accounting Office

Subject:	<i>Social Security Number Verification for State Employees</i>	Issued:	6/16/06
Manual Section(s):	N/A	Effective:	6/16/06
Supersede(s):	Technical Bulletin No. 05-14 Section II (1)	Page:	1 of 2

TO: Technical Bulletin Administrators Human Resources Personnel Payroll Personnel All Agencies	FROM: D. Clark Partridge State Comptroller
---	---

AUTHORITY

8 CFR 274a	Control of Employment of Aliens
A.R.S. § 41-703	Duties of the director
A.R.S. § 41-761	Personnel administration
A.R.S. § 41-763	Powers and duties of the director relating to personnel
A.R.S. § 41-783	Personnel rules
Executive Order 2005-30	Ensuring Compliance with Federal Immigration Laws by State Employers and Contractors

DEFINITIONS

Central Payroll: A unit of the GAO primarily occupied with matters relating to the statewide payroll.

GAO: The General Accounting Office, a section within the Arizona Department of Administration.

HRIS: Human Resource Information Solution. The statewide human resources, benefits, and payroll system.

SSA: Social Security Administration.

SSN: Social Security Number.

INTRODUCTION

SSNs must be verified for all new State employees. To enhance customer service and to centralize the implementation of the Governor's Executive Order 2005-30, the GAO will take certain steps to assist State agencies in meeting this requirement. This technical bulletin supersedes Technical Bulletin 05-14 Section II (1) by implementing a joint effort between the agencies and the GAO for the verification of SSNs.

Subject: ***Social Security Number Verification
for State Employees***

Issued: 6/16/06

Manual Section(s): N/A

Effective: 06/16/06

Supersede(s): Technical Bulletin No. 05-14 Section II (1)

Page: 2 of 2

POLICY & PROCEDURES

1. At the end of each month, the Central Payroll will submit an HRIS file to the SSA on behalf of all agencies. The file will contain a listing of all employees in the HRIS, along with their corresponding SSNs to be cross-checked against the SSA database. Based upon the data it receives, the SSA will, if necessary, send a report back to the Central Payroll indicating any discrepancies in SSNs.
 - a. It will no longer be necessary for agencies to access the SSA's Business Service Online Program at <http://www.socialsecurity.gov/bsa>. However, agencies can still contact the SSA telephonically, and are encouraged to do so for SSN verification of all new employees.
 - b. Central Payroll will notify Agency Human Resources Offices via a hard-copy or electronic report of any discrepancies in SSNs for employees. Upon receipt of the report showing these discrepancies, agencies must continue to follow the procedures as outlined in Technical Bulletin 05-14, section II (2-4).

ON-LINE AVAILABILITY

Copies of all Technical Bulletins and many GAO Forms are available for viewing and downloading from the General Accounting Office Website located at:

<http://www.gao.state.az.us>

AREAS IMPACTED

All State agencies.

CONTACTS

If you have any questions concerning this Technical Bulletin, please contact your GAO Liaison. You may also e-mail questions or comments concerning State policy and procedure to us at:

gaopolicy@azdoa.gov