

Name and Social Security Changes

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I. Purpose

To provide guidance to employees on procedure to update HR/Payroll SAP record for name and social security changes.

II. Responsibilities

A. Employee

1. Present social security card to unit payroll administrator or Payroll Services; and
2. Validate that name and social security number on tax forms matches social security number.

B. Payroll administrator

1. Payroll administrator will only make changes when presented with the social security card by the employee; and
2. Payroll administrator must enter information into HR/Payroll system exactly as presented on the social security card.

C. Payroll Services

1. Payroll services will make changes when:
 - a. Presented with the social security card by the employee; or
 - b. If Social Security Administration (SSA) returns a discrepancy notice during validation process in [IV.C](#) below.
2. Payroll services must enter information into HR/Payroll system exactly as presented on the social security card.

III. Policy

- A. HR/Payroll system changes to an employee's name or social security number must only be made upon presentation of an employee's social security card to Payroll Services or employee's unit.

IV. Procedures

- A. Employees must present social security card to Payroll Services or their unit payroll administrator for updates to their name or social security number in the HR/Payroll system.
- B. Payroll Services or payroll administrator must ensure employee's name and social security number are entered into the HR/Payroll system exactly as displayed on the employee's social security card.
- C. Process for validating Name and Social Security number:
1. Social Security numbers are verified each quarter against the SSA.
 2. University of Kentucky employee social security number, name and birthdate information is uploaded into the SSA database for verification.
 3. SSA returns a discrepancy file which is reviewed by Payroll Services and sent to units across campus in order to resolve incorrect data.
 4. If the discrepancy is not resolved Payroll Services will correct the HR/Payroll system data to match the SSA database.