DGS CALIFORNIA DEPARTMENT OF
GENERAL SERVICES

HUMAN RESOURCES MEMORANDUM 08-028	DATE ISSUED: 10/02/2008
SUBJECT: **Verification of Social Security Numbers**	REFERENCE: None
TO: DGS Managers, Supervisors, Personnel Liaisons and Attendance Clerks	SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose
The purpose of the Human Resources Memorandum is to provide clarification regarding the verification of Social Security numbers (SSN) for newly hired employees to the State of California.

Attendance Clerk Responsibilities
The attendance clerk is responsible for verifying the Social Security numbers of all employees hired new to State service. Verification of the Social Security number is completed prior to the verification of the I-9.

Note: Although the SSN is not required for the I-9, it is required for payroll purposes.

The completion of this process is critical in order to ensure that employees are eligible to work in the State of California and illegal hires are avoided.

Verification Process
The attendance clerk will call the Social Security Administration (SSA) to verify that the employee's name and Social Security number are correct. The SSA can be reached at 1-800-772-6270.

The SSA will ask for the employer's name and identification number. Please provide them with the following information:

- State Controller, State of California

- 946001347

The attendance clerk will also be asked to provide the following information for the new hire:

- Social Security number

- Last name, first name, middle name (if applicable)

- Date of birth

- Gender

This information is also contained in the Attendance Clerk Manual.

Confidentiality
Verification of Social Security numbers is not a lengthy process, but does require security precautions.

Important: The SSN is CONFIDENTIAL and is not to be shared or sent through email or fax transmission.

Questions
You may contact your assigned Personnel Specialist if you have any questions.

/s/
MARIA J. LOPEZ, Manager
Personnel Operations Section

Cc: OHR Staff