


CAMPUS POLICY  UNIVERSITY OF COLORADO at COLORADO SPRINGS	POLICY NUMBER: 300-005	PAGE NUMBER: 1 of 2
	CHAPTER: 300 Human Resources	
	SUBJECT: Social Security Card Filing	
	EFFECTIVE DATE: November 28, 2006	
	SUPERSESSION: January 18, 2005, October 1, 2004	
OPR: Human Resources VC: Administration & Finance	APPROVED: Approved by Pamela Shockley-Zalabak, Chancellor, on November 28, 2006	

I. POLICY

All new employees (faculty, student employees, classified staff, and administrative personnel – regular or temporary, full-time or part-time) will be required to present in person their Social Security cards at the Human Resource Department at the time of initial employment.

II. AUTHORITY FOR CAMPUS POLICIES

University of Colorado Administrative Policy Statement Social Security Card Filing ("Policy") provides guidance pertaining to the University's responsibilities to ensure proper tax withholding from wages and to ensure that the required reporting of employee wages, withholding, and employment taxes is accurate

III. PURPOSE

This policy is developed to enable the campus to comply with the provisions set forth by the Policy and to comply with federal regulations.

IV. DEFINITIONS

Social Security Card:

Original United States Social Security Card issued by the United States Social Security Administration (SSA).

V. PROCEDURES

A. New Employees who are not Non-Resident Aliens

1. All new employees (faculty, student employees, classified staff, and administrative personnel – regular or temporary, full-time or part-time) will be required to present in person their Social Security cards at the Human Resource Department. Human Resource staff will verify the accuracy of the Social Security Card Number (SSN) and name with information that is entered into the payroll-HR system (PeopleSoft HR). Individuals may be asked to present other documents (i.e., driver license) to verify their identity.
2. An employee who does not have a social security number or who has lost their social security card is required to apply for one on Form SS-5.

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3. An employee who is unable to furnish a social security number but has a receipt from the Social Security Administration acknowledging application for a social security number must show the receipt in the Human Resource Department. A copy of the receipt will be retained in the Human Resource Department. The employee must then present the social security card to the Human Resource Department within 21 calendar days. Failure by the employee to provide a copy of the social security card within 30 calendar days of employment may result in termination of employment.

B. Newly Arriving Non-Resident Aliens

1. New non-resident alien employees are also required to present a copy of his or her social security card or tax identification card. However, non-resident aliens are allowed up to a maximum of eight weeks in which to acquire a social security or tax identification number. After submitting appropriate application to the Social Security Administration, we will require that the employee submit a copy of the receipt/letter received when the SSN application process is initiated. With that documentation, the Human Resource Department will request that Payroll and Benefit Services (PBS) establish a temporary social security number. PBS also will require that the individual sign a document stating that if a permanent SSN is not obtained within an 8 week period, that he/she acknowledges the position effectively will be terminated. (PBS will place the individual on short work break, stopping pay.)

C. Failure by the employee to provide a copy of the social security card within the allotted time period may result in termination of employment.

D. Payroll and Benefit Services shall periodically generate a report listing employees for which no social security or tax identification card has been received. The Human Resource Department shall notify the hiring department or unit of those employees not in compliance and arrangements for resolution must promptly be made and agreed upon. Pursuant to the Policy, any financial penalties that accrue as a result of failure to comply will be the responsibility of the employing department or unit.

VI. RESPONSIBILITY: The UCCS Human Resources Department is responsible for implementing the provisions of this document.

VII. HISTORY: None

VIII. ATTACHMENTS: None