Monitoring Temporary SSNs Overview

Employees (e.g., Foreign Nationals) must submit an SS-5 Application for a Social Security card to the Social Security Administration if they do not have a Social Security Number (SSN). The "Employee Temporary Number Request" form must be completed and submitted to DHRM. A temporary number is then assigned until the permanent SSN is received.

A query was created to monitor temporary SSNs in Cardinal (V_HR_Monitor Temporary SSNs).

For further information on running reports and queries, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources.**

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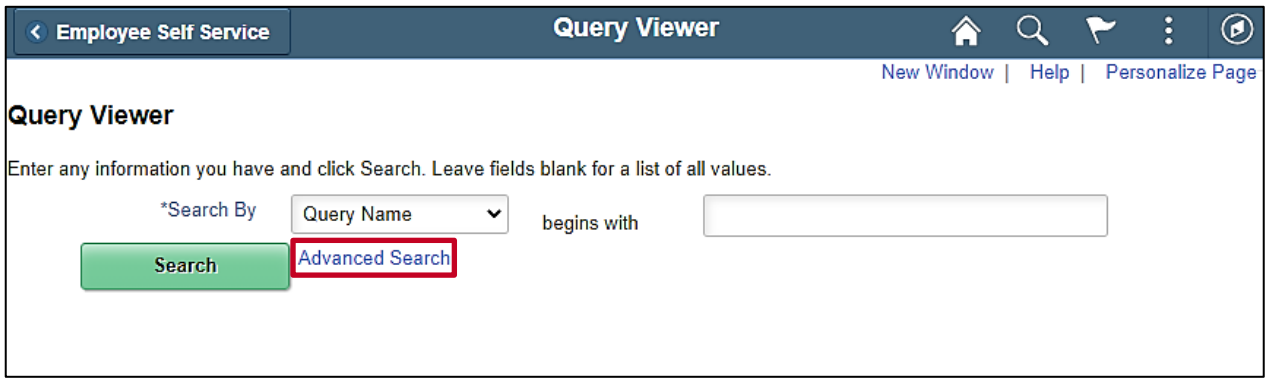
1. Navigate to the **Query Viewer** page using the following path:

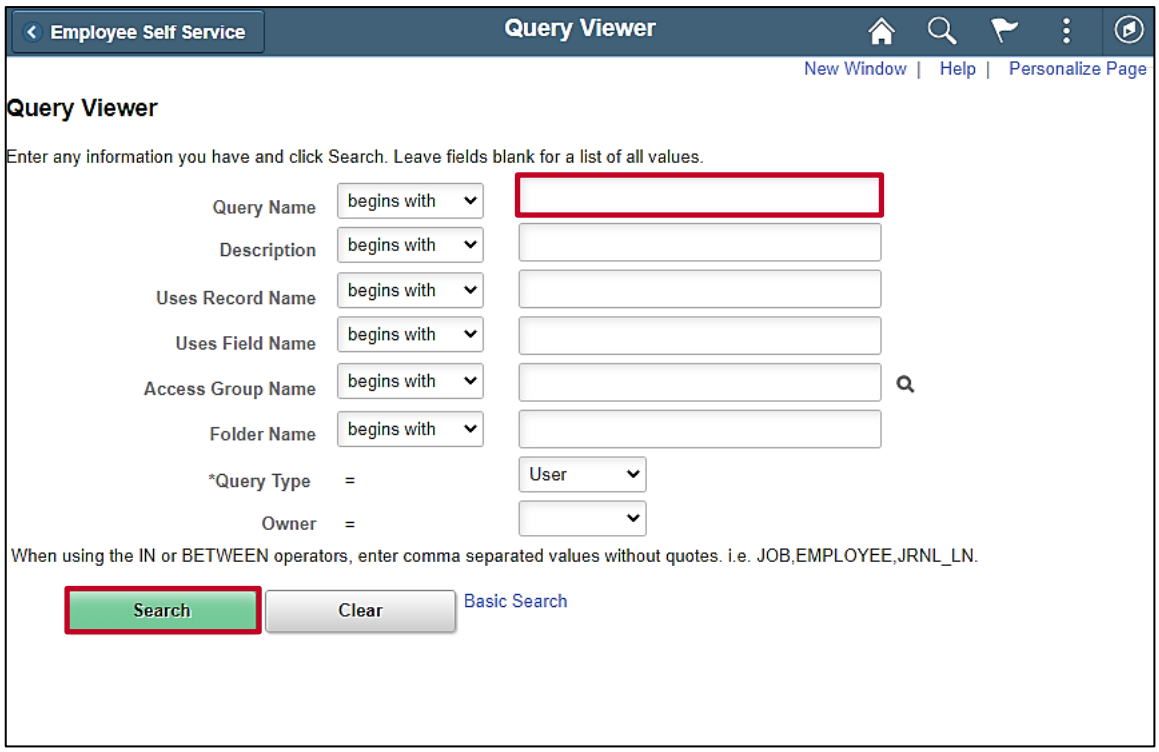
   Navigator > Reporting Tools > Query > Query Viewer

The **Query Viewer Search** page displays.



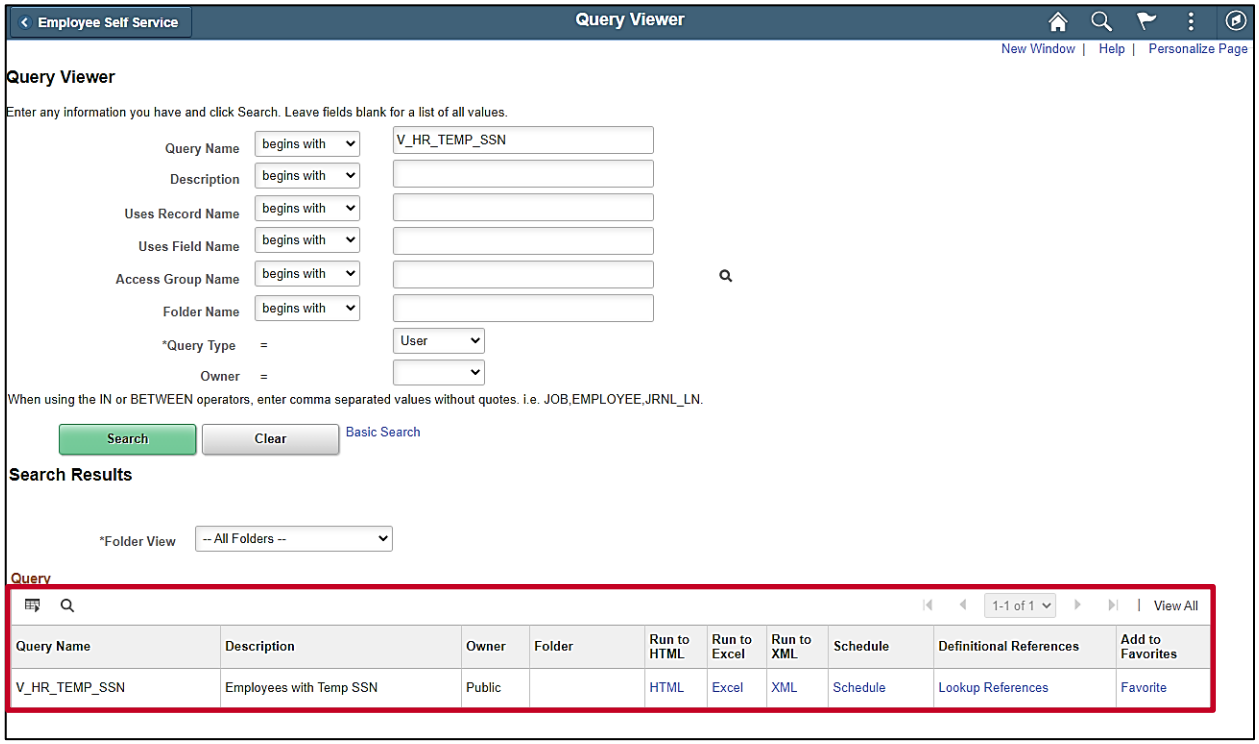
2. Click the **Advanced Search** link.

The advanced search options display.



3. Enter "**V_HR_TEMP_SSN**" in the **Query Name** field.
4. Click the **Search** button.

The **Query Viewer** page refreshes and the search results are displayed.



5. If this query is run frequently, click the **Favorite** link to add it to favorites (optional).

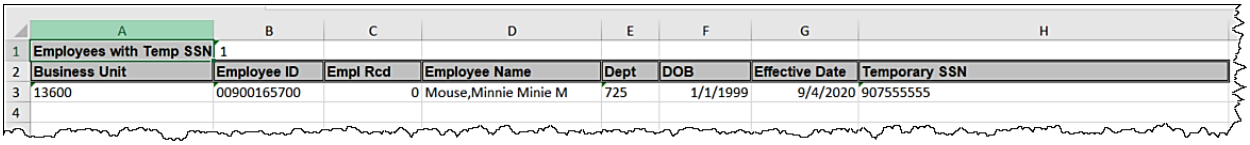
6. Click the desired output for the Temporary SSN Query (e.g., HTML, Excel, or XML).

The Temporary SSN Query displays in the selected output.

7. Select the applicable Business Unit using the **Business Unit Look Up** icon.

8. Click the **View Results** button.

The Temporary SSN Query displays in the requested format (e.g., if Excel is requested, the query opens in an Excel document as in the example below).



	A	B	C	D	E	F	G	H
1	Employees with Temp SSN	1						
2	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN
3	13600	00900165700	0	Mouse,Minnie Minie M	725	1/1/1999	9/4/2020	907555555
4								

Note: Contact DHRM to update an employee who displays on this list but now has a permanent SSN.