



Assigning and Monitoring Temporary SSNs Overview

On occasions, the employee’s SSN may not be available at the time an employee record is created in Cardinal, either because the employee is a new hire and has not provided an SSN, or an employee is awaiting an SSN. In order to save the employee record in Cardinal, the SSN field must be populated. It is therefore necessary to obtain a temporary SSN in order to save an employee record when a permanent SSN is not available. This document details the processes for obtaining temporary SSNs after the employee has submitted the required SS-5 Application for a Social Security card with the Social Security Administration. The assigning of the Temporary SSN is different for employees who are eligible for VRS Retirement and employees who are not eligible. Both processes are outlined below.

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 **Cardinal HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

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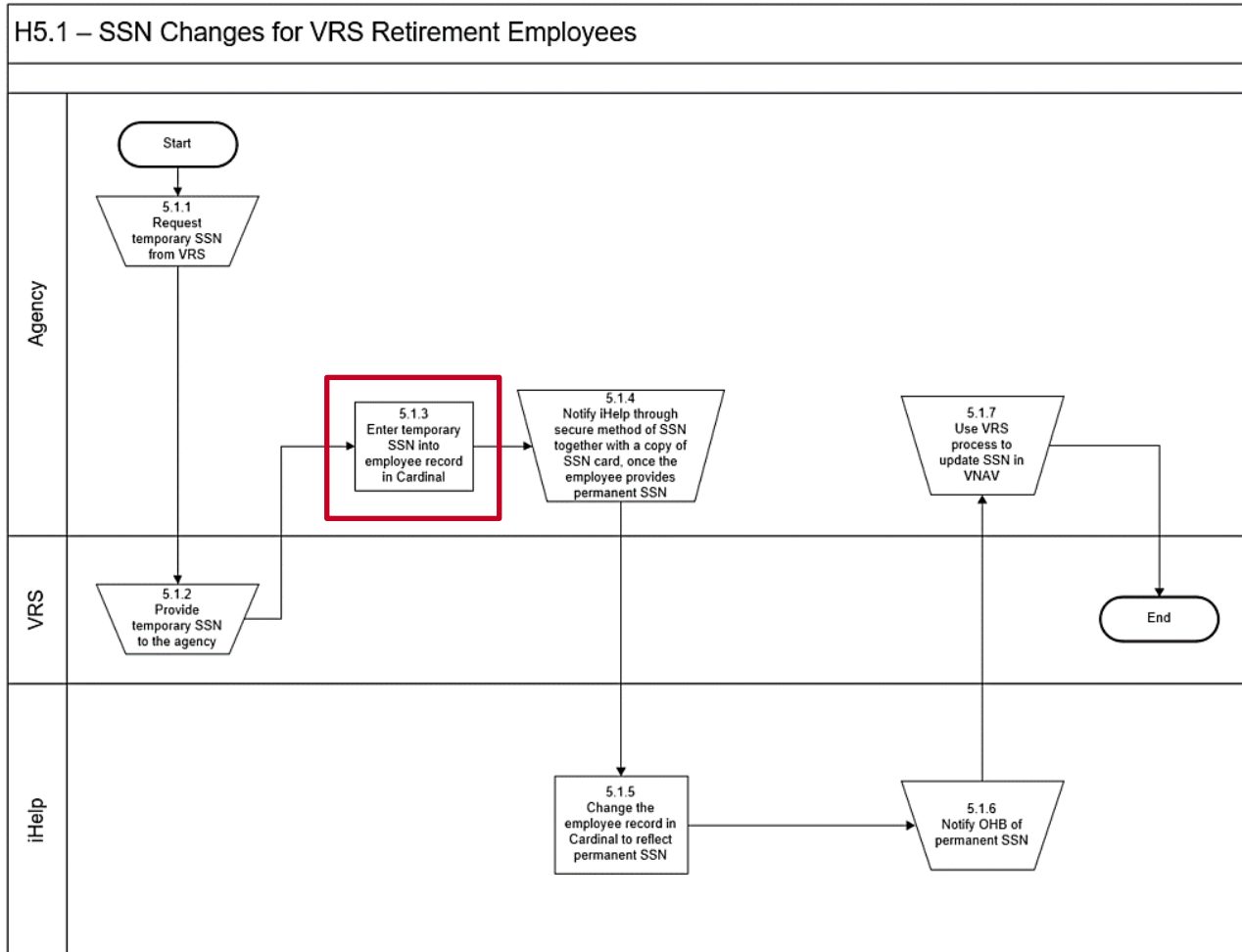
Revision History

Revision Date	Summary of Changes
2/11/2025	Baseline

Assigning and Updating Temporary SSN to an Employee Eligible for a VRS Account

The following is the process to follow to assign a VRS Retirement eligible employee a temporary SSN and then to update it once the federal Social Security Number (SSN) is assigned.

The steps to complete using the Cardinal system are highlighted with a red box in the process flow below.



1. Request temporary SSN from VRS. This is a very important step so that the Cardinal VRS Interface program will sync job data updates while the temporary SSN is in place. This step is also required for agencies and localities that are not using the Cardinal VRS Interface to update VNAV as the employee may term and hire into another agency while this temporary SSN is still in place and Cardinal only allows one SSN per person.
2. Complete the new hire transaction with temporary SSN received from VRS. See the **HR351_ Completing a New Hire** Job Aid located on the Cardinal Project website in **Job Aids** under **Learning**.
3. Employee provides Agency HR Administrator with new Federal SSN Card received.



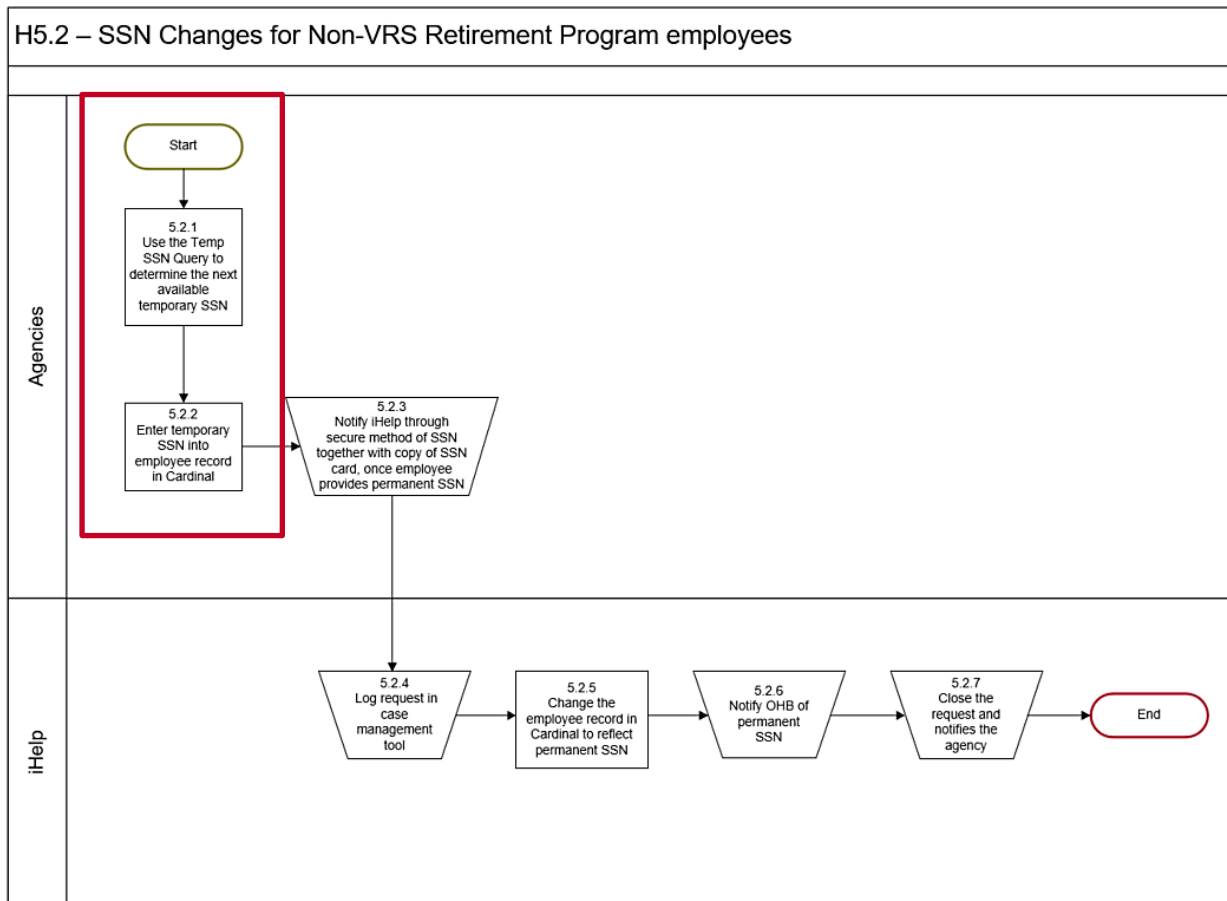
HR351_ Assigning and Monitoring Temporary SSNs

4. Agency HR Administrator to notify DHRM iHelp through a secure method of the employee's new social security number and include a copy of Social Security Card.
5. iHelp updates the employee Personal record in Cardinal.
6. Once the new SSN is updated on the employee's job record, use existing VRS process to update the employee's VRS VNAV account with the permanent SSN as this change does not process through Cardinal to VRS Interface, per VRS policy.
7. iHelp notifies OHB of the newly received permanent SSN.
8. iHelp to notify the applicable Payroll office once the permanent SSN has been updated.

Assigning Temporary SSN to an Employee Ineligible for a VRS Member account

The following is the process to follow to assign a non VRS Retirement eligible employee a temporary SSN and then to update once the federal Social Security Number (SSN) is assigned.

The steps to complete using the Cardinal system are highlighted with a red box in the process flow below.



Step	Action
1.	Navigate to the Query Viewer page using the following path: NavBar > Menu > Reporting Tools > Query > Query Viewer

Step	Action
	<p>The Query Viewer Search page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> < Cardinal Homepage Query Viewer </div> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>*Search By Query Name begins with </p> <p style="margin-left: 20px;"> Search Advanced Search </p> </div>
2.	<p>Click the Advanced Search link.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> Search Advanced Search </div> </div>
	<p>The Query Viewer Advanced Search page display.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Query Name begins with begins with </p> <p>Description begins with begins with </p> <p>Uses Record Name begins with begins with </p> <p>Uses Field Name begins with begins with </p> <p>Access Group Name begins with begins with Q</p> <p>Folder Name begins with begins with </p> <p>*Query Type = User User v</p> <p>Owner = v</p> <p style="font-size: small;">When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.</p> <p style="margin-left: 20px;"> Search Clear Basic Search </p> </div>
3.	<p>Enter “V_HR_WAGE_EE_TEMP_SSN” in the Query Name field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Query Viewer</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Query Name begins with begins with V_HR_WAGE_EE_TEMP_SSN</p> </div>
4.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> Search Clear Basic Search </div> </div>

Step	Action
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The **Query View Search Results** page displays (V_HR_WAGE_EE_TEMP_SSN).

Search Results

*Folder View -- All Folders --

Query 1-1 of 1 | View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_HR_WAGE_EE_TEMP_SSN	Temporary SSN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

5. Click the **HTML** link.

Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
HTML	Excel	XML	Schedule	Lookup References	Favorite

The Query results display.

V_HR_WAGE_EE_TEMP_SSN- Temporary SSN

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-2 of 2 Last

Row	Series	Last Number Used	Next Number
1	907-4	9-9343	907-49-9344
2	907-5	9-9478	907-59-9479



This Query displays the last temporary SSN used (**Last Number Used**) and the New Number to be used (**Next Number**) when completing the hire of the Non VRS employee.

- Waged employees will be assigned the number 907-4X-XXXX
- Salary employees will be assigned the number 907-5X-XXXX

6. Complete the new hire transaction with applicable temporary SSN. See the **HR351_ Completing a New Hire** Job Aid located on the Cardinal Project website in **Job Aids** under **Learning**.



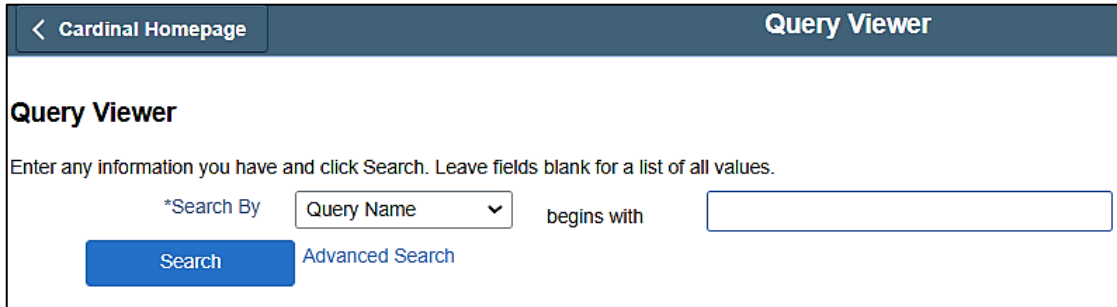
Once the actions are completed in Cardinal, the following steps are taken:

1. Employee notifies Agency HR Administrator of new Federal SSN received
2. Agency HR Administrator notifies DHRM iHelp through a secure method of the employee's new social security number and include a copy of SSN
3. iHelp updates the employee Personal record in Cardinal
4. iHelp notifies OHB of the newly received permanent SSN
5. iHelp to notify the applicable Payroll office once the permanent SSN has been updated

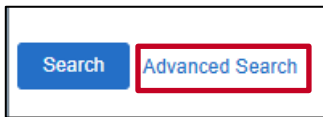
Monitoring Temporary SSNs

Step	Action
1.	Navigate to the Query Viewer page using the following path: NavBar > Menu > Reporting Tools > Query > Query Viewer

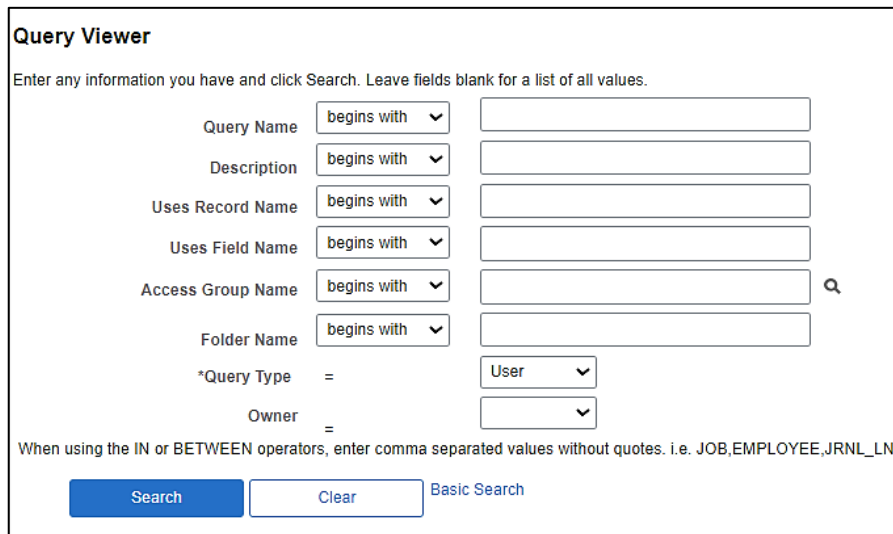
The **Query Viewer Search** page displays.



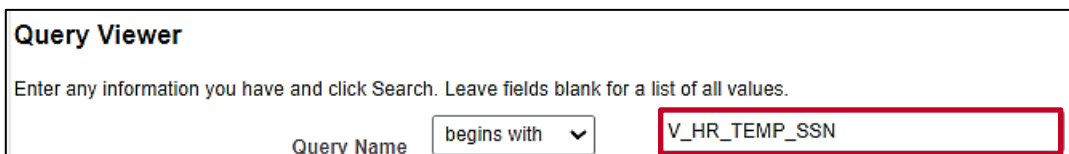
2.	Click the Advanced Search button.
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The **Query Viewer Advanced Search** page.



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



The **Query View Search Results** page displays (V_HR_TEMP_SSN query).



Search Results

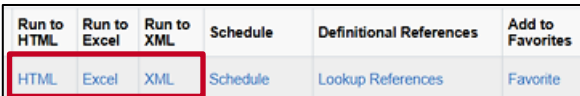
*Folder View

Query

1-1 of 1 | View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_HR_TEMP_SSN	Employees with Temp SSN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

	<p>If this query is run frequently, click the Favorite link to add it to favorites (optional).</p> 
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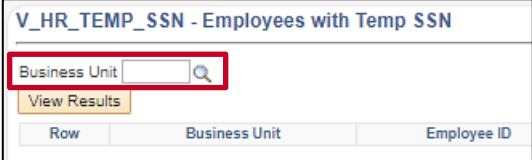
5.	<p>Click the link for the desired format of the output.</p> <p>Note: Clicking the HTML link will provide the options to download to Excel or a CSV format.</p> 
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The Query displays in the selected output.

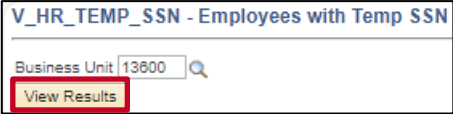
V_HR_TEMP_SSN - Employees with Temp SSN

Business Unit

Row	Business Unit	Employee ID	Empl Rod	Employee Name	Dept	DOB	Effective Date	Temporary SSN
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5.	<p>Enter or select the applicable Business Unit using the Business Unit Look Up icon.</p> 
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Step	Action																																													
6.	<p>Click the View Results button.</p> 																																													
<p>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).</p> <table border="1" data-bbox="196 623 1442 743"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Employees with Temp SSN</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Business Unit</td> <td>Employee ID</td> <td>Empl Rcd</td> <td>Employee Name</td> <td>Dept</td> <td>DOB</td> <td>Effective Date</td> <td>Temporary SSN</td> </tr> <tr> <td>3</td> <td>13600</td> <td>00900165700</td> <td>0</td> <td>Mouse, Minnie Minie M</td> <td>725</td> <td>1/1/1999</td> <td>9/4/2020</td> <td>907555555</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			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								
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4																																														
7.	<p>Follow up with employees who have a temporary SSN in place so that the permanent SSN can be entered, as payroll and healthcare records must be in sync with the SSA timely for Tax Filing and ACA reporting purposes.</p>																																													