2017 Employee SSN Review

Updated: October 2017

Dear Valued ADP Client:

To avoid unnecessary year-end delays one of the most important things you can do for your company is verify SSN's for your employees. Reviewing this information will ensure that you and your employees receive correct W-2's. For your convenience ADP will automatically generate a report of new hires, for your organization, with 12 months of service or less after your first payroll in November is processed. Please have your employees from this report verify their SSN for accuracy and report any errors to your Payroll Service Representative **no later than 12/22/17**. This report can also be produced upon request if needed.

Confirmation of SSNs: As an employer, you can verify the SSN listed in the system against any new hire documents you have on file that were provided by the employee to confirm his or her employment eligibility during the new hire on-boarding process *(documents required for I-9)*. You can also have each of the new hire employees listed confirm his/her own SSN respectively.

In addition you can also get assistance in verifying names and social security numbers by logging onto the SSA Business Services Online web site at www.socialsecurity.gov/bso/bsowelcome.htm (registration for the use of this service is required). You can verify up to 10 names and SSNs (per screen) online and receive immediate results. This option is ideal to verify new hires. You can also upload batch files of names and SSNs and results are usually received the next government business day.

To view the list of employees with 12 months of service or less, in My ADP Resource please proceed by following these step-by-step instructions:
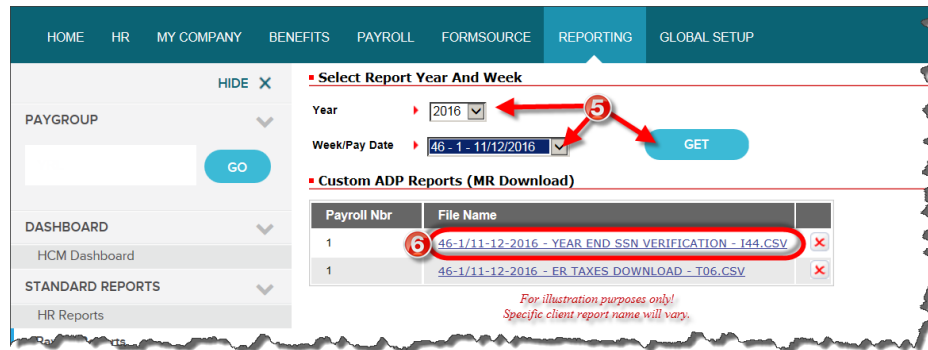
1. Log into **My ADP Resource** and click on the **Reporting** tab

2. On the left hand side of the screen under Standard Reports click on **Payroll Reports**

3. Select the **Payroll Reports** Tab

4. Click on **"View"** under **Custom ADP Reports (MR Download)**
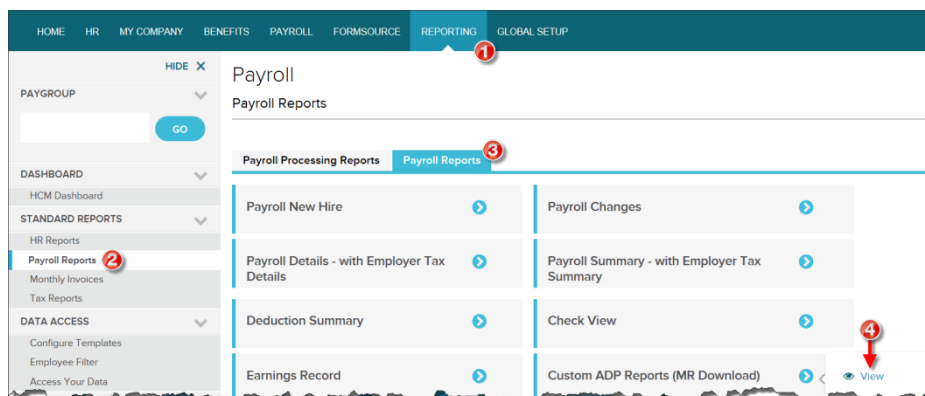
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5. Select the Year **(2016)** and Week/Pay Date (1st Paydate in November) and click "**Get**"

6. Click on the File Name YEAR END SSN VERIFICATION – I44.CSV "**hyperlink**" to open the report then Click "**Open**"

7. Sort by Name, File Number, or Hire Date to review each of the new hires in 2016 that SSN need to be confirmed.

NOTE: If your report is blank you do not have any new hires to review and no further action is required.

8. Sort by Name, File Number, or Hire Date and confirm each SSN*

9. Inform your Payroll Service Representative if you identify any discrepancies.

As always if you have any questions or require assistance with any of the above mentioned items please contact your Payroll Service Representative. Thank you for your prompt response to this request and have a wonderful day!