Employee Without a Social Security Number

For new hires who do not have a Social Security number (SSN), the process is outlined in this guide.

The procedure for preparing the Hire an Employee ePAF is shown in the guide: Hiring at UF, located at http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp

Employees without an SSN should be advised to contact their local Social Security Office. Information on how to obtain an SSN, together with office locations can be found on the website www.ssa.gov. Note that the employee must be in the country for 10 days before an application for an SSN can be made.

In most instances, following application the employee will receive a letter for Social Security Administration stating that a number will be issued within either 2 weeks or 4 weeks. These are known as the 2-week letter and the 4-week letter respectively.

Special Note: Employees without an SSN should be advised that their first paycheck may be delayed.

Security Roles
You need one of the following security roles to perform the actions described in this guide:

- The Originator Role: UF_EPAF_Department Admin
- The Level 1 Approver Role: UF_EPAF_Level 1 Approver

The training: PST093 Introducing GatorStart is required to obtain the security role.

The 2-Week Letter
Follow the procedure below for employees with a 2-week letter.
The 4-Week Letter

Since the 4-week letter would most likely result in the new employee missing a second pay period end date while waiting for their card, UF can assign a Temporary Tax ID to facilitate payment. **Please note that the 4-week letter must be received by Payroll & Tax Services with not more than 13 days having elapsed since the date of printing or it will be effectively treated as a 2-week letter.**

Note that an employee assigned a Temporary Tax ID by virtue of their 4-week letter will transition to a “Do Not Pay” status at the end of the pay period following the pay period during which they were scheduled to receive their card. The employee or department should immediately bring or fax to Payroll & Tax Services a copy of the card when received.

Additional Help with Hiring Issues

- **Recruitment & Staffing:** 392-2477 (TEAMS, USPS, Non-student OPS)
- **Academic Personnel:** 392-2477 (Faculty, Fellowships, Grad Students)
- **Student Employment:** 392-0296 (Students)
- **Tax Services:** 392-1231 (Foreign Nationals)
- **UF Help Desk:** 392-HELP

Further resources are available at
- http://www.hr.ufl.edu/academic/default.asp
- http://www.hr.ufl.edu/recruitment/default.asp
- http://www.hr.ufl.edu/training/myUFL/toolkits/HiringAddPay.asp