

# FOREIGN NATIONAL HIRE: UF TEMPID USE EXPECTATIONS

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Foreign nationals who recently arrived in the United States may not yet have a social security number to use when entering their hire appointment in the myUFL system. In order to expedite a foreign national's hire process, UF Payroll Services will generate a temporary ID number. Below are the expectations when requesting a temporary ID.

### **Foreign National Responsibility**

It is essential that the foreign national follows the process to request a social security number as described in the [Obtaining a Social Security Card guide](#). Failure to provide a social security number within 60 days of start date may result in suspension of work, including up to termination.

Anyone who still has a temporary ID in myUFL after the 45-day mark will receive an automatic email notification reminding them to take action. The notification will occur on the following Monday after 45 days from their effective date of hire. These notifications will continue every Monday until the temporary ID has been replaced with their new SSN.

### **Departmental Responsibility**

The hiring department is responsible for following-up with the foreign national employee to verify and obtain a copy of the issued social security card.

Once presented, a copy should be uploaded to the SSN Update Portal on the HR website to update their Social Security number.

#### *Steps to Upload SSN Card*

1. Employee provides copy of Social Security Card to department admin
2. Locate SSN Update Portal on HR website: <https://hr.ufl.edu/manager-resources/employment-operations-and-records/employment-data/>
3. Enter employee's UFID in the form and upload the Social Security Card at the bottom of the page
4. Click Submit

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Note: Once submitted you and Employment Operation & Records will receive an automatic email notification; after the request is processed by Employment Operations & Records, you and Payroll Services will be notified via an automatic email notification.

## Tracking

Departments can run an Enterprise Analytics report to view employees who have a temporary ID that needs to be updated with an actual SSN.

*Navigation: Enterprise Analytics > Access Enterprise Analytics> Team Content > Human Resources Information > Workforce Information > Employees with Temporary SSNs*

## Issues Obtaining the SSN Card

If a new employee is having an issue obtaining the SSN card, communicate this issue to [payroll-services@ufl.edu](mailto:payroll-services@ufl.edu) and [ufhr-employment@ufl.edu](mailto:ufhr-employment@ufl.edu) to prevent adverse actions for the employee.

## Questions?

- Temporary ID: Email [payroll-services@ufl.edu](mailto:payroll-services@ufl.edu)
- Hire ePAF: Email [ufhr-employment@ufl.edu](mailto:ufhr-employment@ufl.edu)