

## Social Security Number Verification System (SSNVS) Download Program

### Overview:

This is a new transaction that is assigned to a Central Payroll HCM role – Payroll Process Administrator. The program is used to download a file of employee information in an SSNVS-required format to verify City of Portland employee social security number and name. The Payroll Process Administrator uploads the file to the SSNVS web site which provides an overnight verification of the employee data.

### Transaction:

ZHR\_SSNVS – SSN Verification Download

### Hints / Tips:

When you enter the Calendar Year in the Report Selection and hit enter the system will calculate the “Payroll Accounted From/To Dates.” The dates are: from the first date of the pay period that generates the first pay check in the year selection, and to the end of the year selected.

### Procedure:

Perform the following steps in order to complete the download:

#### Step 1: Open transaction ZHRT\_SSNVS

The screenshot shows the 'SSN Verification Download' report selection screen. The 'Calendar Year' is set to 2012, and the 'Payroll Accounted To Dates From' is 12/22/2011 To 12/31/2012.

SSN Verification Download	
Report Selection	
Calendar Year	2012
Payroll Accounted To Dates From	12/22/2011 To 12/31/2012

**Step 2:** The program will default to the current calendar year. Change the year to the one desired, and click Enter to verify Payroll Accounted From and To Dates.

The screenshot shows the 'SSN Verification Download' report selection screen. The 'Calendar Year' is set to 2013, and the 'Payroll Accounted To Dates From' is 12/20/2012 To 12/31/2013.

SSN Verification Download	
Report Selection	
Calendar Year	2013
Payroll Accounted To Dates From	12/20/2012 To 12/31/2013

**Step 3:** Click the **Execute** button to run the program



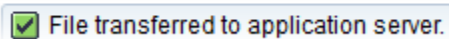
**SSN Verification Download**

Report Selection

Calendar Year

Payroll Accounted To Dates From 12/20/2012 To 12/31/2013

**Step 4:** You will see the following message when the file is transferred to the application server.



File transferred to application server.

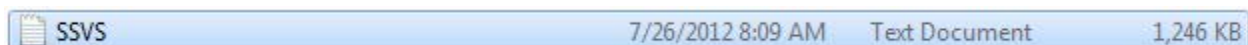
**NOTE:** The program will include in the download file, the following records:

Any employee with an IT0003 – Display Payroll Status “Accounted To” within the date range on the selection screen.

And/Or

Any employee with employment status – “active” from IT0000 – Actions – at least one day within the date range on the selection screen.

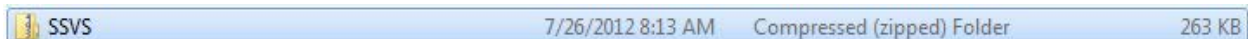
**Step 5:** Using Windows Explorer, navigate to the file download.



SSVS 7/26/2012 8:09 AM Text Document 1,246 KB

**NOTE:** The file is saved to a secure network folder, which is managed by BTS. The City Controller has the authority to grant permissions to access this folder.

**Step 6:** Right click on the file and select “Send to – Compressed (zipped) Folder”. The folder is available for upload to the SSNVS.



SSVS 7/26/2012 8:13 AM Compressed (zipped) Folder 263 KB

**NOTE:** The Social Security Administration has the documentation for the SSNVS program.