

## Dual SSN Information

Once it is discovered that the SSN was keyed incorrect, departments MUST wait for the turnaround PAR to arrive, in the meantime departments MUST collect a copy of the employees signed SSN card so that they can submit it with the turnaround PAR to SCO. Once received, departments must follow instructions on PAM page 10.9 for documenting the PAR.

A few things departments should know about dual SSN's;

- Pay must be redeposited on one of the SSN's, we will not delete the incorrect SSN if there is pay out in both socials.
- It takes up to 6 weeks for SCO to delete the SSN.
- Departments must send the turnaround PAR with the incorrect SSN along with the signed copy of the SSN card.
- Once SCO receives the dual SSN delete request SCO will set the incorrect SSN out of service to prevent pay from issuing.
- 105, S99 and Dual SSN's are not the same thing and are not deleted in the same manner.

Dual SSN's can be prevented by NOT keying the EE a second time using the correct SSN.