Association of Business Administrators
October 13, 2016

New Hire Documentation
General guidelines for Form I-9 allow the employee to present either their U.S. Passport (column A) OR one document from Columns B AND column C – a driver’s license and their SS card.

“You may not ask an employee to provide you a specific document with his or her Social Security number on it. To do so may constitute unlawful discrimination.”
“Providing a Social Security number on Form I-9 is voluntary for all employees unless you are an employer participating in the USCIS E-Verify program.”

Penn is an E-Verify participant, so SSN is a required field during the I-9 process.

Note: SSN for employee/spouse/partner/dependents is newly required for IRS Forms 1094 and 1095 under the Affordable Care Act.
IRS Hiring Employees guidance:

“You are required to get each employee’s name and Social Security Number (SSN) and to enter them on Form W-2. (This requirement also applies to resident and nonresident alien employees.) You should ask your employee to show you his or her social security card. The employee may show the card if it is available. You may, but are not required to, photocopy the social security card.

You can ask specifically to see a Social Security card for payroll purposes separately from when the employee completes the I-9 form. If a new hire does not have a social security card, you should direct him or her to the Social Security Administration to get a replacement card or to apply for a new card.”
The Dilemma

In a highly decentralized environment, how to verify what documents were presented and reviewed.

How to maintain accuracy and integrity of employee personal data. Ensure that faculty and staff have/have applied for a SSN.

Concern over copies of Social Security cards in intramural mail.
New Process

New Hire Checklist

www.hr.upenn.edu/myhr/resources/hiringofficer/handbook/appendix

Request to see the employee’s Social Security card
Verify that the name and Social Security number appearing on the Social Security card matches the name and Social Security number on the employee’s W-4 form

Sign the Verification of Social Security Card and send the verification form to the Office of Human Resources along with the other materials identified above.

www.hr.upenn.edu/myhr/resources/forms/recruitment

You should no longer make a copy of the Social Security card to send to Human Resources.
VERIFICATION OF SOCIAL SECURITY CARD

Name of Employee: ____________________________
Your Name: ________________________________
Date: ____________________

By signing below, I certify that I have received and reviewed the Social Security card for the employee identified above and verified that the name and Social Security number on the card match the name and Social Security number on the employee’s W-4 form.

Printed Signature: ____________________________
Signature: _________________________________