SOCIAL SECURITY NUMBER CONVERSION
PROCESSING GUIDELINES

Penn State will be converting from the use of the Social Security Number (SSN) as the primary identifier for students, faculty and staff to the use of the new PSU ID. The conversion will be done beginning Saturday night, December 18th at midnight. IBIS, ISIS and all related systems maintained by AIS will be unavailable during the conversion process.

Most transactions, forms and inquiries, with the exception of those listed below, will be available through Friday, December 17th. Any forms in update status (graduate assistantship reappointments, supplemental forms) or in the approval paths on Saturday, December 18th will be converted. There is no need to completely process forms before the conversion, or to delay processing these forms until after the conversion, except as noted below (see new appointments). The month-end closing process for December 2004 will occur in early January, as normally scheduled.

However, if the transaction must be completed in December – either to assure payment, issuance or posting – deadlines are being set to assure processing in December. The last business day that IBIS will be available for December 2004 will be Friday, December 17th. Any financial transactions which must be completed before the calendar year-end must be fully processed before the end of the day on Friday. Following are specific deadlines for processing forms:

Purchasing:
- Any invoices which must be paid before the end of December 2004 are due in Purchasing by Wednesday, December 15th at 5pm.
- Any purchase orders which must be issued before the end of December 2004 are due in Purchasing by Friday, December 17th. In order to assure the requisition reaches Purchasing prior to this deadline; all requisitions must be through the IBIS approval path by 3:00pm on Friday, December 17th.
- Paper Purchase Orders for OPP should be processed by Wednesday, December 15th.

Special Request for Check
- Any SRFCs which require that a check be issued before the holidays must be completely through the departmental approval process and awaiting Accounting Operations Central Desk approval by Wednesday, December 15th at 5pm, including back-up documentation.
- If the back-up documentation does not reach Accounting Operations in time for processing before the conversion, the SRFC will be held at the Central Desk (it will not be rejected). Final approval and issuance of the check will be in early January when the University resumes operations.

Payroll
- Payroll deadlines are as follows:
  o WAGC, WAGS and BIPY forms for the pay period November 14, 2004 through November 27, 2004, paid December 10, 2004, must be through the final approver by 5:00 p.m. December 01, 2004.
  o WAGC, WAGS, and BIPY forms for the pay period November 28, 2004 through December 11, 2004, paid December 22, 2004, must be through the final approver by 5:00 p.m. December 09, 2004.
  o All SLPY(shift differential and overtime for non-exempt) and SUPP Comp forms must be through the final approver by 5:00 p.m., Thursday, December 09, 2004.
  o WAGC, WAGS, and BIPY forms for the pay period December 12, 2004 through December 25, 2004, paid January 07, 2005, must be through the final approver by 5:00 p.m., December 16, 2004.
New Appointments
• NAPP, WAPP and GFSA forms for employees who are new to the University (meaning never worked here before) and do not have a W-4 on file by the close of business Thursday, December 16, 2004 will need to be rejected in order to accommodate the SS# conversion. These forms will be rejected on Friday, December 17. A new form will need to be resubmitted after the conversion is completed.

Payroll Transfers
• Any payroll transfers which must be completed in December for reporting purposes must be completed by 5pm on Thursday, December 16th.
• Clearing for December has been set for December 16th and 17th and must be completed by close of business on December 17th.

JVDP and IDCC
• Any journal vouchers or IDCCs which must be completed in December for reporting purposes must be completed by 5pm on Thursday, December 16th.

Budget Amendments:
• Any non-routine budget amendments, which must be processed in December, must be at the University Budget Office central desk (&BRA) by noon on Thursday, December 16th. Non-routine budget amendments include transaction codes 10 (if an AABP reducing departmental allotment), 30 (if an AABP), 40 (if an AABT involving A/A 041 or an AABP), and 5X.
• Any routine budget amendments, which must be processed in December, must be completely processed by 5pm on Friday, December 17.

Purchasing Card
• Purchasing card transactions will be able to be reconciled through Friday, December 17th. This will be the last day new transactions will be transmitted in December. In January, all transactions settled since Friday, December 17th will be loaded into the system. The autopost routine will be suspended for the first two weeks in January to allow reconcilers time to reconcile transactions received over the holiday break.

POST-CONVERSION:
When staff return to work on January 3rd, the conversion should be completed. In general, processing of work in IBIS will continue as it has in the past – the only change will be that the PSU ID will be used in place of the SSN. Where SSN was normally entered to “populate” a form or begin a transaction (such as Pay and Effort, Purchasing Card APCA, UPCA and RPCC), the PSU ID will now be entered. PSU ID will be listed on all salary and position schedules in place of SSN.

Staff will need time to become familiar with the PSU ID. There will be alpha-look-ups available to obtain PSU ID – BALU will now return PSU ID instead of SSN - and also a new web utility to obtain the PSU ID based on an SSN at http://ais.its.psu.edu/ssn/media/alpha_lookup_overview.doc

There are a few processes that will change:

New Hires

PSU IDs will need to be generated for any new hires – faculty, staff, tech-service and wage. The new procedure for obtaining a PSU ID for a new hire, so that the IBIS forms can be processed, is available at http://www.ohr.psu.edu/PAGES/Process%20for%20generating%20new%20PSU%20ID%209-6-04a.doc
**ID Cards**

A PSU ID should be assigned prior to obtaining a Penn State id+ Card.

**Employees** – All employees will be assigned a PSU ID as part of the standard hiring process. The PSU ID will be uploaded from IBIS into the ID system to produce the ID card. In the case where employees are sent to the ID office to obtain an id+ Card prior to being entered into the IBIS system, the hiring department must ensure that a PSU ID has been created and documented on the [Authorization for ID Card for New Employees](#) form.

**Non-Employees and Special Groups** – It is the responsibility of the sponsoring department to obtain the PSU ID for members of special programs (non-students or employees) who will receive an ID card. As in the past, arrangements must be made with the ID office, in advance of card issuance, to supply basic information about the program (name, length of stay, etc.) along with the names and PSU ID numbers of the participants.

**Special Request for Check**

The Special Request for Check will now have three identifier fields – one for EMPL ID (which is PSU ID), one for SSN for payments to individuals and a Federal ID number for companies. For any employee reimbursements, such as travel, the EMPL ID will be used. For 1099 payments for services for non-employees, SSN will still be required as the taxpayer ID for the individual being paid. Instructions on how to complete the SRFC post conversion are available at [http://ais.its.psu.edu/ssn/media/SRFC_updates.doc](http://ais.its.psu.edu/ssn/media/SRFC_updates.doc). IBIS On-line documentation for the SRFC is available at [http://ais.its.psu.edu/ibis/alphabetical_listing.html](http://ais.its.psu.edu/ibis/alphabetical_listing.html)

The other major effort that will need to be completed is the conversion of any on-line databases or spreadsheets which contain SSN to PSU ID. A step by step guide on the conversion utility is available at [http://ais.its.psu.edu/ssn/step_by_step.html](http://ais.its.psu.edu/ssn/step_by_step.html)

**PROBLEMS:**

If you run into any problems after the conversion, please contact your Finance Office. IBIS Support staff in the Controller’s Office will be available to answer questions, but please route through your Finance Office initially.

If you do not have access to a function you believe you should, please contact your Financial Officer and Area Security Representative to obtain access if appropriate.

**ADDITIONAL INFORMATION:**

Much more information on the Social Security Number Conversion Project is available at this website: [http://ais.its.psu.edu/ssn/](http://ais.its.psu.edu/ssn/). All staff are encouraged to review this website for information pertinent to their positions and responsibilities.