SOCIAL SECURITY REPORTING INFORMATION

DISTRICT/CHARTER_____

New Employee:

All new employees are required to submit a copy of their Social Security card to the personnel/payroll departments along with their other employment documents. Upon receipt of this information, the payroll department will enter the name and SSN exactly as recorded on the card into the ESCAPE database system. Without a copy of the Social Security card, it is impossible to enter any information on the new employee into the personnel/payroll system. The earnings history is the basis for determining an employee's future eligibility and benefits amount for Social Security Administration's retirement, disability, and survivors programs. That's why it is critical that each employee's name and SSN as shown on their Social Security card match the payroll records and year-end W-2 forms **exactly**.

Update your Payroll Information:

Employees are asked to submit a new updated Social Security card with any new name change. The payroll department will continue to use the old name until an employee sends through a new card.