

North Dakota State University

Policy Manual

SECTION 120

EMPLOYEE INFORMATION

SOURCE: NDSU President

1. EMPLOYEE IDENTIFICATION NUMBER

- 1.1 The social security number will be one of the identification numbers used for each individual employee. It will be used along with a computer generated Empl ID number. It is absolutely necessary for the social security number to be accurate, since it will be used on the W-2 form and other quarterly reports submitted by the Human Resources/Payroll Office.
- 1.2 Employees who do not have a social security number cannot be paid. This fact should be kept in mind when scheduling salary payments for new employees. The Social Security Administration indicates the application process may take up to six weeks to complete and have the card issued.

2. EMPLOYEE NAME

- 2.1 For payroll purposes, the employee's name must be shown exactly as it is shown on the individual's social security card.
- 2.2 When an employee's name changes because of marriage or other reason, such individual must notify the Human Resources/Payroll Office in writing. The individual must also report the change to the Social Security Administration. The individual should also review insurance and retirement plans for possible change of beneficiary. Proper forms are available from the Human Resources/Payroll Office.

3. EMPLOYEE ADDRESS

- 3.1 The *campus address* is utilized for delivery of campus mail and for information in the campus directory.
- 3.2 The *home address* is used by the Human Resources/Payroll Office to mail W-2's and other information.

HISTORY:

New	July 1990
Amended	June 1996
Amended	October 2007