

Revised PPAIDEN Business Practice for Coding Employees without an SSN.

Previously our business practice for PPAIDEN coding of SSN's for employees who could not provide an SSN was to enter the employees USNH ID in the SSN field.

Beginning on December 1st, 2011 we will no longer be coding the USNH ID in the SSN field for employees who cannot provide an SSN. Instead please code all 00's [000000000] in the SSN field. Since the 000000000 will be used multiple times, you will encounter the warning message *WARNING* SSN/SIN/TIN already assigned to another record. You can click OK to continue and Save the record.