



# **HRS1700 - Social Security Number Verification**



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## *Personnel > Reports > Personnel Reports > Social Security Number Verification*

The report lists the employee number, the staff ID, the employee name, and the hire date. A file may be created from this report to be sent to SSA. Once the report is displayed, the user can click **Exception** to display all employees whose information is incomplete and could not be included in the file (e.g., part of name missing).

Parameter	Parameter Description
<b>From Employment Date (MMDDYYYY)</b>	Type the from employment date in the MMDDYYYY format. This is a required field.
<b>To Employment Date (MMDDYYYY), or blank for ALL</b>	Type the to employment date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Include SSN on Report? (Y/N)</b>	Y - Include the employee's social security number on the report.  N - Do not include the employee's social security number on the report.  This is a required field.
<b>Select Employee(s), or blank for ALL</b>	Type the employee number separating multiple employee numbers with a comma. Or, click  to search for employees. Otherwise, leave blank to use all employee numbers.

[Generate the report.](#)