



ASCENDER GUIDES



HRS1700 - Social Security Number Verification


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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
From Employment Date (MMDDYYYY)	Type the from employment date in the MMDDYYYY format. This is a required field.
To Employment Date (MMDDYYYY), or blank for ALL	Type the to employment date in the MMDDYYYY format, or leave blank to use all to dates.
Include SSN on Report? (Y/N)	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.
Select Employee(s), or blank for ALL	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.](#)