FLORIDA ATLANTIC UNIVERSITY
TEMPORARY UNIVERSITY IDENTIFICATION NUMBER REQUEST

Purpose:

The Department of Human Resources may issue a temporary university ID upon request. The purpose of using a temporary university ID is to allow an individual to complete the on-boarding process, receive compensation and any applicable benefits while they have a pending application with the Social Security Administration Office. The Department of Human Resources will determine your eligibility of obtaining algorithm. For all requests, the Department of Human Resources will issue a temporary university ID on a case-by-case basis only, upon request by the hiring department, and will provide a response to the requesting department upon receipt of inquiry.

When can an employee request a temporary university ID from HR?

For individuals currently in the United States and are changing from FAU unpaid status to paid status, the employee must first apply to the Social Security Administration Office and provide proof of their application. Once the employee has applied for a social security number, the employee should submit proof of their application.

For individuals entering the United States to begin paid employment, the employee must wait at least 10 days of entering the U.S. and have their SEVIS record validated before they can apply for a social security number. Once the employee has applied for a social security number, the employee must provide proof of their application.

FAU Hiring Department:

If you are hiring an employee that does not have a social security number, and you need FAU to issue a temporary ID number, please review and sign below. Please email the completed form to benefits@fau.edu.

1. Universities are subject to fees imposed by state and federal agencies if personnel records are transmitted without the official employee social security number.
2. Any state or federal fees incurred by the Department of Human Resources or Payroll maybe charged back to the hiring department.
3. The hiring department is responsible for making sure that their employee applies for a social security number in a timely manner.
4. The hiring department is responsible for updating the employee's Workday profile immediately with the official social security number.
5. The hiring department will provide the employee with the temporary ID and ensure that it is used appropriately.

Print name of hiring supervisor or HR Business Partner	HR Partner Signature	Date

The employee must agree to the following:

- I understand that I will need to apply for a social security number with the Social Security Administration Office.
- Once I have applied for a social security number with the Social Security Administration Office, I will provide proof of my application.
    a. If applying by mail – copy of postage tracking number confirming delivery to SSA Office, and a copy of the application.
    b. If applying in person – copy of the SSA letter issued to you at the time of applying.
- I understand that if the Department of Human Resources provides me with a temporary university ID number, the ID number is only temporary, and it is for FAU use only.
- I understand that the temporary university ID is not my social security number, and it is only used as a temporary placeholder in Workday.
- I understand that I cannot use the temporary university ID to obtain personal credit, banking, making purchases or establishing identity.
- I understand that if I do not apply for a social security number in a timely manner, it may impact my ability to continue to receive compensation, employee benefits, and tax status.
- I understand that I must stay in communication with Human Resources and update them on the status of obtaining a social security number.
- I understand that the temporary university ID maybe removed from my employee record as deemed necessary, at any time, and without advance notice.

In order to ensure that your application is in process with Social Security Administration, please provide additional information:

1. Please provide mark the Social Security Admiration Office where you are applying.

801 Clematis Street West Palm Beach, FL 33409 866-783-7339	14548 S Military Trail Delray Beach, FL 33484 800-772-1213	621 NW 53 St Boca Raton, FL 33487 877-467-1703
5195 Coconut Creek Pky Margate, FL 33063 866-704-4856	3201 W Commercial Blvd Ft Lauderdale, FL33309 877-253-4720	925 Se 1st Street Belle Glade, FL 33430 855-257-0983
6810 S Us Hwy 1 Port St Lucie, FL 34952 866-366-1627	12249 Pembroke Rd Pembroke Pines, FL 33025 866-613-3962	

2. Do you have an appointment scheduled with the Social Security Administration office?
    _____ Yes. If yes, please provide the date of your appointment: _____/_____/_____
    _____ *No.
    *If no, please explain:
    _____
    _____
    _____

3. Do you have any other pending appointments with the Social Security Administration office? _____ *Yes _____ No.
   *If yes, please explain:

   _____
   _____
   _____

4. Please provide any additional information you think is helpful to understand the status of your application with the Social Security Administration Office.

   _____
   _____
   _____

I understand the information provided in this memo, and I will apply for a social security number with the Social Security Administration Office and provide proof of my application.

Employee Name	Employee Signature	Date