



Assigning and Monitoring Temporary SSNs Overview

On occasion, an employee's social security number (SSN) may not be available at the time the employee record is created in Cardinal. This can happen when either an employee is a new hire and has not provided an SSN, or an employee is awaiting an SSN. In order to save the employee record in Cardinal, the SSN field must be populated. Therefore, it is necessary to obtain a temporary SSN to save an employee record when a permanent SSN is not available. This Job Aid details the processes for obtaining temporary SSNs after the employee has submitted the required SS-5 Application for a social security card with the Social Security Administration. The assigning of the Temporary SSN is different for employees who are eligible for VRS Retirement and employees who are not eligible. Both processes are outlined in this Job Aid.

A query is available in Cardinal to monitor temporary SSNs (V_HR_Monitor Temporary SSNs).

For further information on running reports and queries, see the **Cardinal HCM Human Resources Reports Catalog**. This Reports Catalog can be found on the Cardinal website under **Resources**.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/11/2025	Baseline.



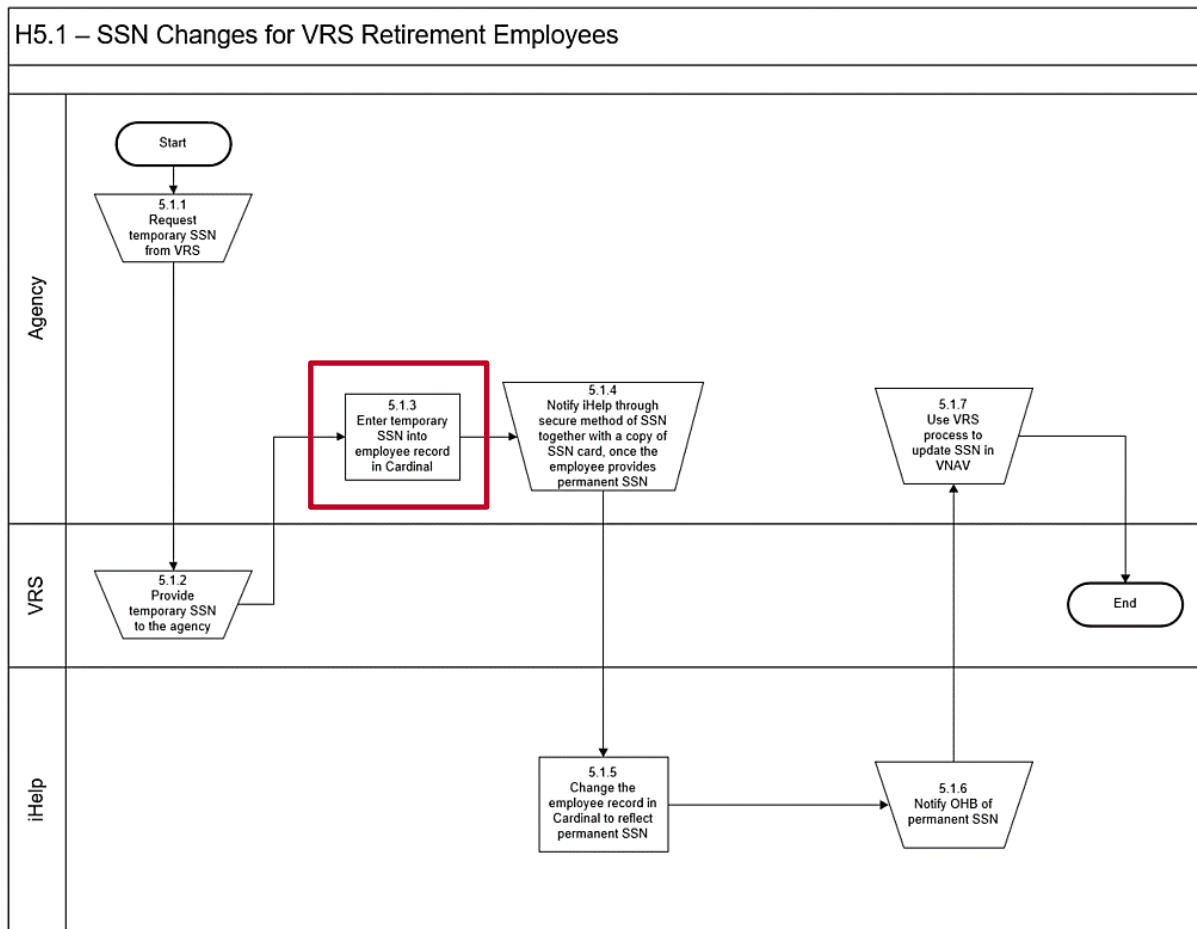
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Assigning and Updating a Temporary SSN to an Employee Eligible for a VRS Account

The following is the process to follow to assign a VRS Retirement eligible employee a temporary social security number and then to update it once the federal social security number (SSN) is assigned.

The step to complete using the Cardinal system is highlighted with a red box in the process flow below:



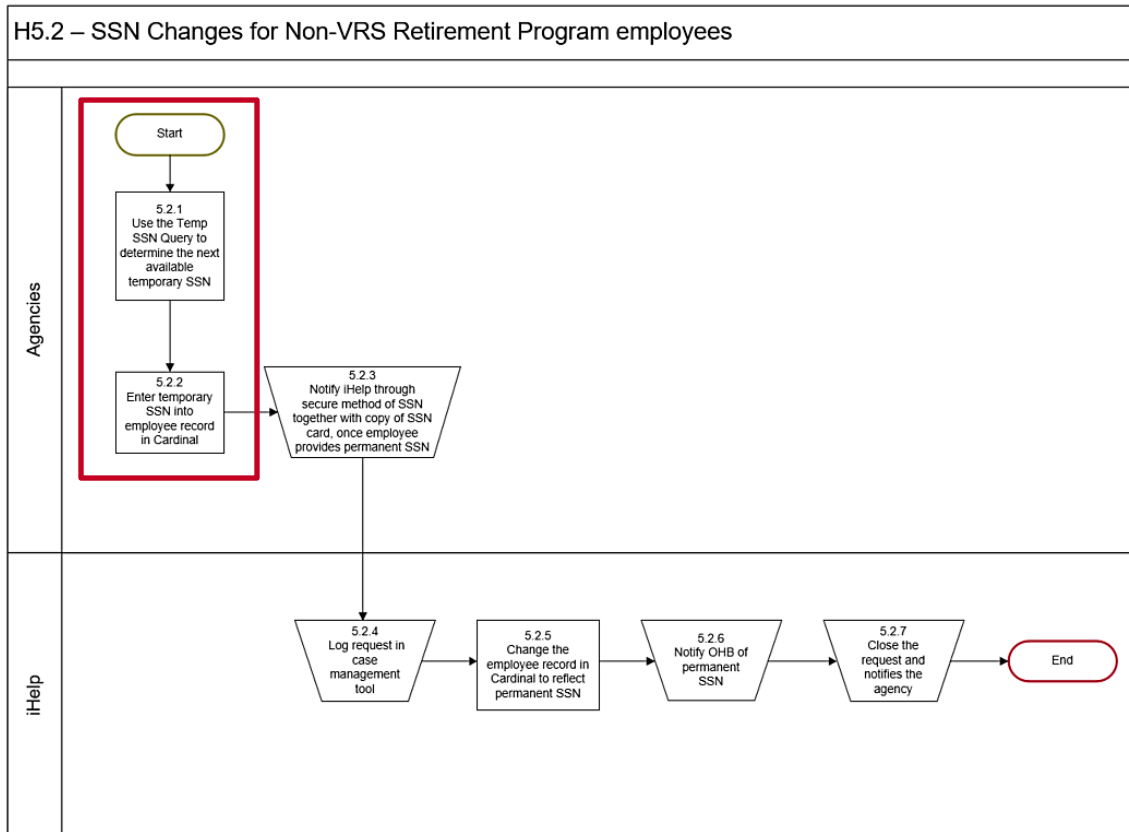
Step	Action
1.	Request a temporary social security number (SSN) from VRS following Agency guidelines.
	This is a very important step so that the Cardinal VRS Interface program will synchronize job data updates while the temporary SSN is in place. This step is also required for Agencies and Localities that are not using the Cardinal VRS Interface to update VNAV as the employee may term and hire into another Agency while this temporary SSN is still in place, and Cardinal only allows one SSN per person.

Step	Action
2.	Complete the new hire transaction with the temporary SSN received from VRS. For more information on completing new hires, see the Job Aid titled HR351 Completing a New Hire located on the Cardinal website in Job Aids under Learning .
3.	Once the employee receives their federal SSN card and provides it to the Agency HR Administrator, the Agency HR Administrator must notify DHRM iHelp through a secure method of the employee's new SSN and include a copy of social security card. Follow Agency guidelines.
	iHelp updates the employee's personal data in their job record in Cardinal.
4.	Once the new SSN is updated on the employee's job record, use existing VRS process to update the employee's VRS VNAV account with the permanent SSN per VRS policy, as this change does not process through Cardinal to VRS Interface.
	iHelp notifies OHB of the newly received permanent SSN and notifies the applicable Payroll office once the permanent SSN has been updated.

Assigning a Temporary SSN to an Employee Ineligible for a VRS Member Account

The following is the process to follow to assign a non VRS Retirement eligible employee a temporary SSN and then to update once the federal Social Security Number (SSN) is assigned.

The steps to complete using the Cardinal system are highlighted with a red box in the process flow below:



Step	Action
1.	Navigate to the Query Viewer page by clicking the Query View tile on the Cardinal Homepage. Query Viewer 



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Step	Action
	The Query Viewer Search page displays. ← Cardinal HCM Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name begins with Search Advanced Search
	Users can also access the Query View page using the following navigation path: NavBar > Menu > Reporting Tools > Query > Query Viewer
2.	Click the Advanced Search link. *Search By Query Name Search Advanced Search
	The Query Viewer Advanced Search page displays. Enter any information you have and click Search. Leave fields blank for a list of all values. Query Name begins with Description begins with Uses Record Name begins with Uses Field Name begins with Access Group Name begins with Folder Name begins with *Query Type = User Owner = When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN. Search Clear Basic Search



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Step	Action																				
3.	Enter “V_HR_WAGE_EE_TEMP_SSN” in the Query Name field. Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. Query Name begins with V_HR_WAGE_EE_TEMP_SSN																				
4.	Click the Search button. Search Clear																				
The Query View Search Results display (V_HR_WAGE_EE_TEMP_SSN). Search Results *Folder View -- All Folders -- Query Q 1-1 of 1 View All <table><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>V_HR_WAGE_EE_TEMP_SSN</td><td>Temporary SSN</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table>		Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_HR_WAGE_EE_TEMP_SSN	Temporary SSN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
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V_HR_WAGE_EE_TEMP_SSN	Temporary SSN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite												
5.	Click the HTML link. <table><tr><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table>	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	HTML	Excel	XML	Schedule	Lookup References	Favorite								
Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites																
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The query results display. V_HR_WAGE_EE_TEMP_SSN- Temporary SSN Download results in : Excel Spreadsheet CSV Text File XML File (1 kb) View All First 1-2 of 2 Last <table><tr><th>Row</th><th>Series</th><th>Last Number Used</th><th>Next Number</th></tr><tr><td>1</td><td>907-4</td><td>9-9347</td><td>907-49-9348</td></tr><tr><td>2</td><td>907-5</td><td>9-9438</td><td>907-59-9439</td></tr></table>		Row	Series	Last Number Used	Next Number	1	907-4	9-9347	907-49-9348	2	907-5	9-9438	907-59-9439								
Row	Series	Last Number Used	Next Number																		
1	907-4	9-9347	907-49-9348																		
2	907-5	9-9438	907-59-9439																		
i	This query displays the last temporary SSN used (Last Number Used) and the New Number to be used (Next Number) when completing the hire of the Non VRS employee. - Waged employees will be assigned the number 907-4X-XXXX - Salary employees will be assigned the number 907-5X-XXXX																				
6.	Complete the new hire transaction with applicable temporary SSN. For more information on completing new hires, see the Job Aid titled HR351 Completing a New Hire located on the Cardinal website in Job Aids under Learning.																				



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Step	Action
7.	Once the actions are completed in Cardinal, the following actions are taken: 1. Employee notifies Agency HR Administrator of new Federal SSN received 2. Agency HR Administrator notifies DHRM iHelp through a secure method of the employee's new social security number and include a copy of SSN (follow Agency guidelines) 3. iHelp updates the employee's personal data in their job record in Cardinal 4. iHelp notifies OHB of the newly received permanent SSN 5. iHelp notifies the applicable Payroll office once the permanent SSN has been updated