December 10, 2015

To: PPS Preparers
From: Jo Ann Stark, Payroll, Business and Financial Services
Re: Duplicate IDs in PPS

Over the last few months Central Payroll has been correcting a higher than normal number of Duplicate ID’s. As a reminder each UCSB employee can have only 1 employee ID, even when an employee separates and then comes back to UCSB years later their PPS entry should populate with their original ID.

A duplicate ID is more than just a 2nd ID number in PPS

The Primary cause of duplicate ID’s is the incorrect social security number being entered into PPS for an employee

   1. The employee’s original ID number should never be entered in the social security number field. The employee ID number should not be confused with the employee social security number.
   2. You must enter the employee’s social security number as it is listed on the social security card.

What are the consequences of a Duplicate ID?

1. Interruption of insurance coverage
2. Retirement contributions not going to the employees correct account and or someone else’s account
3. Social security deductions not credited to the employee’s account
4. Service credit not being calculated correctly
5. W2’s being issued under the incorrect social security number
6. Problems between multiple systems sharing employment data, e.g. The Person Index File

Here are some of the actions that cause duplicate ID’s

   1. Typo – transpose a digit on the social security field and PPS thinks this person never worked on campus before. To pull up the Employee’s original ID, PPS searches for a match based on social security number and birth date
   2. A new employee who has never lived and worked in the US and is hired by the University will not have a social security number until he/she applies for one. When this employee receives his/her social security number you need to update PPS with this information.
   3. An employee does not always remember his/her correct social security number or transposes a digit when writing the number down.

How can you the PPS Preparer avoid generating a Duplicate ID Number?

   1. Take a moment to double check that the Social Security Number is correct
   2. If the employee has not provided a copy of his/her Social Security Card ask them to make sure they have written down the correct number, do not guess.
   3. If this is the first time an employee is working and living in the US make sure once the employee gets a social security card you update PPS with the social security number.

With all these guidelines meticulously followed you should not generate a duplicate ID. However if by accident you do generate a duplicate ID number please contact the payroll office and await their advice. The Payroll Office will instruct you to delete the current appointment and hire the employee being very careful to type the correct social security number in the New Hire Bundle to begin the process all over again. No Short Cut.
Remember an automated system is not an automatic system. What is a transposition of numbers to you ends up being an entirely new record for the employee in PPS.

Trying to fix duplicate ID Numbers is very labor intensive and it steals scarce resources that could be put to better use elsewhere. We hope you understand and as a wise sage said “A stitch in time saves nine”.