

Good morning,

Payroll/HR representatives please be advised of the following Social Security Card requirements:

- Confirm all new employees have uploaded a copy of their Social Security Card into Workday,
- Verify each member's name in Workday matches exactly to their Social Security Card,
- Ensure correct Social Security numbers have been entered under "National Id's" in the "Personal" section of each member's record, and
- Remember - this process also applies to all new hire's dependents.

NOTE: Each member's legal name in WorkDay MUST **exactly** match the name on their Social Security Card in order for the County to correctly report eligibility for health benefits on the annual 1095 reporting to the federal government.

If you have any questions, please contact Employee Benefits via SuffolkNOW Ticket!