

**NAME CHANGE PERSONNEL ACTION  
HOW TO PROCESS IN PPDB SYSTEM  
Revised 9/1/04**

The PPDB screen **EMPLOYEE DISPLAY (F1)** in the PPDB screen does not retain history when changes are made such as name changes or other information on this screen. Every time you do a 'name change' on an employee you will have no way of knowing the previous name on PPDB.

Instructions follow on how to process a name change and at the same time document the changes in the PPDB system.

- When changing an Employee's name, use 230, 241 PA codes together as shown below:

```

VET. DATE OF ENTRY. DISCHARGE. LEIG.
EFF D/T: 090104 0000 PA:CDE 231 NUM
ACTION: ... NXT PA C/N: 230,241... namchg CONFIRM: . PAGE: 001 OF 020
CANCEL: . NXT ACT: ... AGENCY: ... EMP: ... JOBNO: . POSNO: ...
AUTHNO: ... EFF DTE: 090104 OTHER: .
MSG AREA: COMPLETE HISTORY LOADED

```

- After you change the name, press F2 EMPLOYEE JOB DISPLAY and put a remark like the following: 9/1/04 name chg fr 'Johnson' to 'Smith'

The remarks field is useful for history purposes such as this. You need to add a 241 code because the PA Code 230 used alone does not 'save' the remarks field in PPDB.

- By adding the name change to remarks, a report could be done off the 'agency use field' if necessary. This is helpful in agencies that pull their own reports
- Helpful tip: Some Agencies keep a log or rolodex of name changes. This is helpful in finding previous employees when situations arise.

**Note: The following information explains how the Name in PPDB relates to Social Security Administration.**

### **Recap of information given at January 1997 PIE meeting.**

Bob Walker, Central Payroll, emphasized the importance of correct names and social security numbers on payroll records to ensure employees earnings are accurately reported to the Social Security Administration. Incorrect reporting could adversely affect Social Security Benefits. State agency personnel offices are responsible for the accuracy of this data since it is keyed on the PPDB employee record which then is reported in the payroll system.

### **UPDATED INFORMATION FROM OSPS**

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RE: social security card

**OSPS uses the BNA (Bureau of National Affairs) Payroll guide as our payroll rule and regulation research tool. BNA has a website, but OSPS pays BNA each year to receive a monthly CD of payroll rules and regulations. Therefore the information OSPS receives won't be shared on the web. Here is what the payroll rules and regulations say about name changes and the Social Security card.**

#### **"4. Employee's Social Security Number (SSN)**

You are required to get each employee's name and SSN and to enter them on Form W-2. (This requirement also applies to resident and nonresident alien employees.) You should ask your employee to show you his or her social security card. The employee is required to show the card if it is available. You may, but are not required to, photocopy the social security card if the employee provides it. If you do not provide the correct employee name and SSN on Form W-2, you may owe a penalty.

Any employee without a social security card can get one by completing Form SS-5, Application for a Social Security Card. You can get this form at Social Security Administration (SSA) offices or by calling 1-800-772-1213. The employee must complete and sign Form SS-5; it cannot be filed by the employer. If your employee applied for an SSN but does not have it when you must file Form W-2, enter "Applied for" on the form. When the employee receives the SSN, file Form W-2c, Corrected Wage and Tax Statement, to show the employee's SSN.

Note: Record the name and number of each employee exactly as they are shown on the employee's social security card. If the employee's name is not correct as shown on the card (for example, because of marriage or divorce), the employee should request a new card from the SSA. Continue to use the old name until the employee shows you the new social security card with the new name. "

### **WEB SITES REGARDING Social Security**

- To print a copy of Form SS-5(application for a Social Security Card) from the internet, go to the following website:  
<http://www.ssa.gov/online/ss-5.html>
- Critical Links – Names and Social Security Numbers (Correct name formats)  
<http://www.ssa.gov/employer/critical.htm>

# Social Security Number Changes - Frequently Asked Questions

**QUESTION:** I'm changing my name and will be adding or changing insurance information. If I can't change my name until I get my social security card, how will that impact my insurance.

**ANSWER:** You can add a husband and family to your insurance without changing your name. The insurance companies don't care that your SS Card hasn't been changed, but PERS does.

**QUESTION:** How long does it take to get a social security card?

**ANSWER:** About 10 –15 days from the time of application.

**QUESTION:** What if the name on Social Security Card is too long to input into the Personnel/payroll systems.

**ANSWER:** There are 22 characters available in the name field in PPDB. Always put the full last name (comma – space) then the first name and then middle name. Fill in as much of the name as you can in that order. Sometimes there will be a long last name and you may only put in a few letters of the first name.

**QUESTION:** What happens if my name is different in the personnel / payroll system compared to my social security card?

**ANSWER:** Changing the name on the paycheck (personnel/payroll) without properly changing the SS Card will result in the name not matching the number. This creates reporting problems for the SSA and potential penalties for the employer and employee. As with new hires, the employee should be given a copy of the Form SS-5. After the revised social security card has been issued and a photocopy obtained, the name should THEN be changed in the Personnel/Payroll records to match the name that appears on the card. (Taken from attachment to PIE notes 1/97)