

EMPLOYEE NUMBER PROJECT OVERVIEW

PERSONNEL SYSTEMS – HUMAN RESOURCE SERVICES DIVISION – DEPARTMENT OF ADMINISTRATIVE SERVICES

Project overview:

- ✓ A nine character field has been added to the Position and Personnel DataBase (PPDB) system. The Employee Number field includes a unique number for all past, current, and future employees in Executive Branch, Legislative Branch, and Judicial Branch agencies and the employees of the Oregon State Lottery.
- ✓ Employee numbers begin with “OR” and are followed by seven numbers (e.g., OR9999997, OR9999998, OR9999999, etc.) and stay with the employee throughout his or her career in affected agencies (does not include employment within the Oregon University System).
- ✓ This number will be used in place of employees’ social security numbers for any purpose other than those specifically provided for under Section 7 of the Privacy Act of 1974.
 - Payroll processing (federal taxation of state employees’ income and collection of FICA taxes)
 - Voluntary use specifically authorized by statute or administrative rule, communicated to the individual employee, and authorized by the individual employee.

Why now?

- ✓ Change has been being considered since the mid-1990’s.
- ✓ In 2001, the federal government notified the Human Resource Services Division of its intent to enforce the Privacy Act.
- ✓ Increasing awareness of potential for identity theft.
- ✓ Employee requests to discontinue use and disclosure of social security numbers.
- ✓ Additional guidance central payroll received from the Oregon Attorney General’s Office.

Changes upon implementation:

Impact on State agencies:

- ✓ View and update access rights have changed for many agency personnel and payroll staff and agency managers.
- ✓ Raw data received from the PPDB on or after June 1, 2004, will not include employee social security numbers.

Impact on employees:

- ✓ None.