

SOCIAL SECURITY NUMBER (SSN) CORRECTION

How to make the correction in PPDB – Revised 10/27/08

- Occasionally you will find an employee in PPDB with an incorrect SSN. You can correct the SSN with the transaction code **PBEN**.
- Do not make SSN corrections any time between final Payroll deadline 1st run and final Payroll deadline 2nd run. OSPS (payroll) may make an exception, but always check with them to determine if you will need to make a change during that time frame.
- **CHECK PBNG NEWS LETTER SCREEN FOR EXACT DATES ALLOWED FOR SSN CHANGE.**

To Make a SSN correction do the following:

1. Enter **PBEN** into the **NXT ACT** field in the mini menu as shown below.

```
ACTION: ... NXT PA C/N: ..... CONFIRM: . PAGE: 001 OF 009
CANCEL: . NXT ACT: PBEN AGENCY: ..... EMP: 999999999 JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 000000 OTHER: .....
MSG AREA:
```

2. When the following screen comes up, be sure that the NEW SSN does not have another employee's information connected to it. If you put in a NEW SSN and the DOB does not match, it will not let you change the record and will put CAN into the Action field to cancel.
3. The screen below shows where to put the CORRECT SSN. The bottom of the screen prompts you to enter the NEW SSN. If the employee is in the PPDB system with two different SSNs it will ask you to look at both sets of information on employee to be sure you want them merged. You may want to ask for assistance from DAS HR Systems if this happens.

```
PBEN                                DEPT OF ADMIN SVCS
                                      SSN CORRECTION

                                      PA PRINT: .
CURRENT SSN: 999999999              NEW SSN: 888888888          PA NUM: .....
NAME: TEST, EMPLOYEE
ADDR 1: PO BOX 999
ADDR 2:
CITY: SALEM                        ST: OR
ZIP: 97325                          DOB: 010175
SEX: M  ETH: H  DIS:
ORIG HIRE: 040100  TERM:
OLD SSN: 555555555

      ACTIVE JOBS                      PRIOR JOBS
AGENCY  JOBNO  AUTHNO                  AGENCY  JOBNO  AUTHNO
09000   04    000610240                09000   01    000610240

ACTION: ... NXT PA C/N: ..... CONFIRM: . PAGE: 001 OF 001
CANCEL: . NXT ACT: ... AGENCY: ..... EMP: ..... JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 000000 OTHER: .....
MSG AREA: ENTER NEW SSN
```

4. Input the NEW SSN and **<ENTER>**. If the screen says "NO DATA ON FILE FOR NEW SSN", it means the database is not using that SSN and that the SSN change will work correctly.

```
ACTION: CHG NXT PA C/N: ..... CONFIRM: . PAGE: 001 OF 001
CANCEL: . NXT ACT: ... AGENCY: ..... EMP: ..... JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 000000 OTHER: .....
MSG AREA: NO DATA ON FILE FOR NEW SSN
```

5. Type 'CHG' in ACTION and **<ENTER>**
6. PPDB will generate a Personnel Action Turnaround showing a SSN change to update your employee's personnel file. This SSN change will also correct the employee's number in payroll.
7. If you get an error message like the following: **E0013-SEX AND DOB MUST MATCH FOR SSN MERGE** you will need to research to determine the correct SSN.