JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

September 18, 2023

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2024-08

TO: LaGov HCM Paid Agency Human Resources
                and Employee Administration Staff

FROM: Andrea P. Hubbard
                Director

SUBJECT: Social Security Number Verification Report

On Sept. 1, 2023, the Office of State Uniform Payroll submitted a file to the Social Security Administration for all LaGov HCM Paid employees to verify names and Social Security Numbers. Agency personnel must run the Social Security Verification Report (ZP49) in LaGov HCM to determine if your agency has any mismatches of data. This report identifies the differences between LaGov HCM and SSA records at the time the file was submitted to SSA, listing Social Security Numbers and/or names that do not match the Social Security data file. Refer to the OSUP Social Security Verification Report Procedures on the OSUP Procedures page for instructions on running ZP49 and correcting mismatches.

Important Notes:
- Changes made to employee data after this file was submitted to SSA will not be reflected on ZP49.
- Employees reflected on the report as deceased by SSA with a blank action should be confirmed to be separated in LaGov HCM and have since become deceased. **Those deceased employees with a "Y" in the action field indicate that the action reason in LaGov HCM is 28 – Death, and is informational only.**

Agencies are reminded that they can use the SSA Business Services Online service to submit up to ten names and social security numbers at a time and receive immediate discrepancies. Refer to the OSUP Social Security Administration's BSO Registration Procedures on the OSUP Procedures page for SSNVS registration instructions.

Direct questions related to correcting employee records in LaGov HCM to the LaGov HCM Help Desk. Direct additional questions to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Shaneen Watson	342.5345	Jodi Bullock	342.5377

APH:PAR/kme