# EVS Verification Failure Report Procedure

This report will produce a list of employees rejected from the Social Security Name and SSN Verification process. Social Security wage and tax information will not be posted for employees whose Name and SSN don't match the records at the Social Security Administration (SSA).
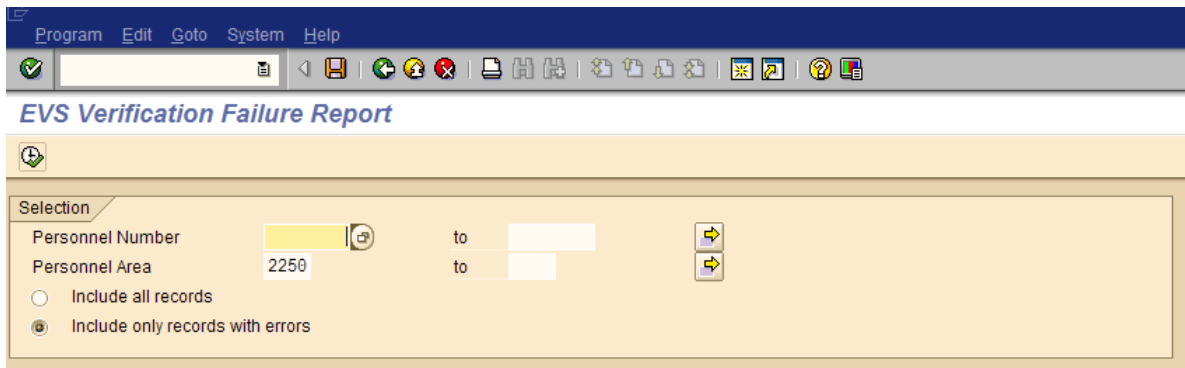
NOTE: After the third run of the report, the data will not be updated until the following year.

To execute the report do the following:

1. From the SAP Easy Access screen, enter transaction ZHR_RPTPY033_SSN_VER and click enter or ✅
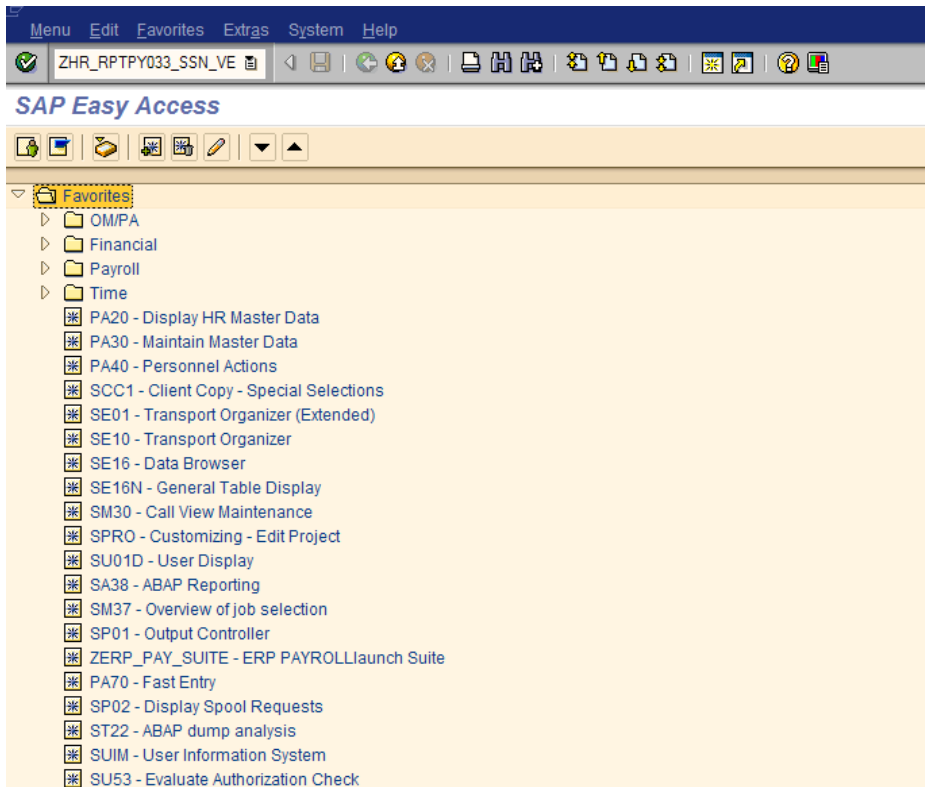
2. Enter Personnel Area, then click the execute button ⏱

3. The report shows employees in your agency who have an SSN discrepancy and includes the reason for the rejection (EVS VER DESCRIPTION field). **Not all agencies will receive data within the report.** Reports are created only for those employees who have data discrepancies which need to be verified.

   Codes 1, 5 and 6 display the entire SSN in the SSN column.
   Codes 2, 3 and 4 display only the last four digits of the SSN, preceded by XXXXX.

EVS Verification Failure Report

State of Washington Department of Personnel
EVS Verification Failure Report

Program Name: ZHR_RPTPY033_SSN_VERIF_REPORT
User ID: KELLID
Report Run Date: 09/19/2011
Last EVS Run Date: 09/19/2011
Records Reported: 19

Pers Area	Pers Area Title	Org Unit	Pers#	Last Name	First Name	Mid Name	SSN	DOB	Gender	EVS Ver Code	EVS Ver Description	Death Ind
2250	Washington State Patrol	30002393						08/21/1972	M	5	Name does not match; DOB and gender code not checked	
2250	Washington State Patrol	30002393						01/13/1972	F	2	Name and DOB match; gender code does not	
2250	Washington State Patrol	30002393						10/28/1971	M	2	Name and DOB match; gender code does not	
2250	Washington State Patrol	30002393						12/28/1967	F	2	Name and DOB match; gender code does not	
2250	Washington State Patrol	30002393						02/12/1959	M	3	Name and gender code match; DOB does not	
2250	Washington State Patrol	30002393						01/28/1992	M	5	Name does not match; DOB and gender code not checked	
2250	Washington State Patrol	30002393						03/26/1989	M	2	Name and DOB match; gender code does not	
2250	Washington State Patrol	30011906						12/19/1968	M	5	Name does not match; DOB and gender code not checked	
2250	Washington State Patrol	31000776						04/12/1982	M	2	Name and DOB match; gender code does not	
2250	Washington State Patrol	31007000						07/06/1976	M	2	Name and DOB match; gender code does not	
2250	Washington State Patrol	31007000						01/01/1960	M	3	Name and gender code match; DOB does not	
2250	Washington State Patrol	31007000						09/24/1984	M	5	Name does not match; DOB and gender code not checked	
2250	Washington State Patrol	31007000						10/19/1987	F	2	Name and DOB match; gender code does not	
2250	Washington State Patrol	31007000						04/16/1983	F	5	Name does not match; DOB and gender code not checked	
2250	Washington State Patrol	31007000						04/21/1972	M	5	Name does not match; DOB and gender code not checked	
2250	Washington State Patrol	31007000						12/04/1980	F	2	Name and DOB match; gender code does not	
2250	Washington State Patrol	31007000						05/09/1979	M	3	Name and gender code match; DOB does not	
2250	Washington State Patrol	31007000						01/20/1988	M	5	Name does not match; DOB and gender code not checked	
2250	Washington State Patrol	31007000						07/20/1983	M	5	Name does not match; DOB and gender code not checked	

NOTE: Effective September 24, 2011, Social Security will no longer use gender as part of the SSN verification process. Verification codes 2 & 4 will no longer be used and verification codes 3 & 5 will be reworded. Verification codes 1 & 6 will no change.

Agency Action: Review and verify the information in the report (especially Codes 1 and 6). A second run of the SSA Employee Validation in mid-November and a third run in mid-December. Agencies will once again need to run the EVS Verification Failure Report to identify any rejected employees.

Follow these steps for each SSN on the report:
- Compare the failed values to your employment records, such as Social Security cards. If you made a typographical error, correct the error in HRMS.
- If your employment records match HRMS, ask your employee to check their Social Security card and inform you of any name or SSN difference between your records and their card. Make corrections in HRMS as needed.
- If your employment records and the name and SSN shown on the Social Security card match, ask the employee to check with any local Social Security Office to determine and resolve the issue. Tell the employee that once they have visited the Social Security Office, they should inform you of any changes. You should correct your records accordingly.

- If the employee is unable to provide a valid SSN, you are encouraged to document your efforts to obtain the corrected information. Documentation should be retained consistent with the payroll records for a period of three (3) years.
- If the employee no longer works for you, try to obtain the corrected information from the former employee.
- If you are unable to contact the employee, you are encouraged to document your efforts.

When correcting a social security number in HRMS, be sure to contact HereToHelp@ofm.wa.gov. There are several downstream systems that use SSN as the employee's identifier (such as our healthcare and retirement systems), so manual corrections by both the agency processors and OFM ITS staff are required to ensure all downstream systems are corrected appropriately.

If an employee doesn't provide a corrected social security number until after W-2s are issued, you may need to file a W-2c with the correct SSN.

Death Indicator Field: If the SSA reports an employee as deceased, there will be a "Y" in the Death Indicator field. This field is provided to help increase the integrity of the wage and tax information reported at the Federal level.

If a "Y" appears in the Death Ind. field for an employee who is not deceased, check the employment records against HRMS to ensure the correct employee information was submitted. If you confirm the employee's identity and the employment records are correct, the employee will need to visit their local Social Security Office to have the apparent error on their SSN record fixed.