

Bowling Green State University
BG@100 Action Item
ESC Submission: August 9, 2004

Identification Information:

| | |
|----------------------------------|--------------------------------------|
| <i>Reference Number</i> | HCM-A001 |
| <i>Functional Area</i> | Payroll |
| <i>Title</i> | Social Security Number on Pay Advice |
| <i>ESC Submission</i> | 08/09/04 |
| <i>ESC Decision Requested By</i> | 09/13/04 |

Issue Description:

As delivered by PeopleSoft, the Social Security number (SSN) appears on the pay advice, whether it is viewed on-line or on a printed paycheck stub. With privacy and information issues prevalent today, should the Social Security number be replaced with the Employee ID on the pay advice?

Background Information:

Currently the employee's Personal Identification Number (P00) shows on the printed check stub and on the direct deposit pay stub that they receive.

Alternatives:

Alternative #1: The Social Security number will show on the pay advice as delivered by PeopleSoft.

Alternative #2: Customize the PeopleSoft software to replace the Social Security number on the pay advice with the Employee's ID number.

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The following table shows the pros and cons for the alternatives identified above.

| # | Alternative | Pros | Cons | Notes |
|---|--|--|--|---|
| 1 | The Social Security number shows on the pay advice on-line or on the printed check stub. | <ul style="list-style-type: none"> No customization required. | <ul style="list-style-type: none"> Opportunity for someone to use an employee's SSN fraudulently. | Since we are planning to view our paycheck information via the portal, employees will likely be printing from their offices or in the labs. Printers are most often used by many people. The potential for another person to pick up your paycheck information is possible. |
| 2 | Replace the SSN on the pay advice with the Employee ID. | <ul style="list-style-type: none"> Privacy and information security issues are protected. | <ul style="list-style-type: none"> PeopleSoft software needs to be customized. | |

Costs - Alternative #1: None

Costs - Alternative #2:

| | | |
|---|---------|--|
| Estimated Hours for Original Implementation | 8 Hours | |
| Estimated Cost for Original Implementation | \$1,200 | |
| Estimated Hours per Each Upgrade | 2 Hours | |
| Estimated Cost per Each Upgrade | \$100 | |

Schedule Considerations:

Alternative #2 has virtually no impact on the HCM Phase 1 implementation.

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Recommendation:

Alternative # 2

The major reasons supporting this recommendation are as follows: BGSU went to the P00 employee and student ID system to prevent someone from viewing another person's SSN. This customization is a continuation of that current policy. The trend in the public and private sectors is to not use the SSN where someone could see it and use it fraudulently. Legislation is being considered to more tightly control the use of the SSN.

Recommendation Supported By:

| Name | Project Role |
|---------------------|--------------------------|
| Karen Woods | HR Functional Lead |
| Donna Wittwer | Benefits Functional Lead |
| Larry Smith | Payroll Functional Lead |
| Charlotte Petryshak | Project Director |

ESC Decision:

Approved Alternative #2

ESC Decision Date: 08/09/04