



## **Enterprise Human Resources and Payroll (EHRP) Instructional Letter**

Number: EHRP05-09

Date: April 17, 2005

Subject: Multiple Appointments and Psuedo SSN's

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### **Purpose**

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) on April 17, 2005 will require some changes in the processing of multiple appointments. This letter provides information on these changes in processing.

Upon conversion to DFAS, EHRP will use the employee (empl) record number to identify the number of appointments the employee is on and the system will automatically add the employee record number when concurrent hires are made. However, since the CIDB and some of the other interfaces that the agencies rely on to update their systems will still be looking for the benefit record number, the users will still be expected to complete the benefit record number.

DFAS wants the true SSN for the employee's first appointment and uses a pseudo SSN for all concurrent appointments. The pseudo SSN is a constructed number that you will not see in EHRP but will appear on the reports received from DFAS and in myPay.

The following logic is used to construct the pseudo SSN:

The first digit is an 8

The next six digits are the last six digits of the emplid

The last 2 digits are the empl record number

For example,

Emplid 00009259 has 2 appointments – 1 with empl record 0 and one with empl record 2. The SSN for the employee record 0 would be their true SSN. The pseudo SSN for the empl record 2 would be 800925902.

An employee should only have one appointment per CAN number. DFAS will create a record on its database for each appointment that the employee has. If the employee works on more than one appointment during a pay period they will receive separate payments for each appointment. However, the W-2 will reflect the combined earnings from all appointments for the tax year.

myPay will have a separate record for each employee. The employee will receive a PIN letter for each appointment since each will have a different SSN. When updating they will need to make sure that each record is updated. For, example if an employee has two appointments and wants to change their direct deposit through myPay they will have to change it for both appointments.

A report will be sent to the agencies after we have converted to DFAS so that the HR Offices will have the SSN and pseudo SSN's that DFAS received on the conversion file. If you have any questions, please contact Marie King on 301-504-3115 or Theresa Lewis on 301-504-3136.

For further assistance or for questions regarding the information in this letter, please contact the HRS Help Desk at 301-504-3000.