TEMPORARY SOCIAL SECURITY NUMBER ASSIGNMENT CHECKLIST

FORMS COMPLETED BY THE EMPLOYEE, SUBMITTED TO HR

☐ W-4  
☐ Copy of Visa  
☐ Copy of Passport

HRS FORMS COMPLETED BY THE DIVISION

☐ Staff Hire & Job Change Form (Unclassified & Classified hires)  
  OR  
☐ Student Help Hire & Job Change Form

NOTE
Once the HRS forms are submitted with the appropriate employee documentation, Human Resources will assign a temporary Social Security Number as well as enter the employee’s Visa information into the HRS System.

Once the employee receives their Social Security card, a copy of the card must be submitted to Human Resources to replace the temporary Social Security Number before the employee will get paid.

ACTION FOLLOWING FORM COMPLETION
Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

CONTACT FOR HELP
Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.