JHU Temporary ID Report Guide

For monitoring individuals who have temporary ID numbers stored in SAP
What are we doing?

• When a foreign national arrives in the US for the first time they generally do not have a social security number. They will be assigned a temporary ID number beginning with 988 so that individuals who do not yet have SSNs can be hired in SAP while they complete the SSN application process.

  • 988 numbers are not real SSNs and cannot be used on the Form I-9.
  
  • Only temporary ID numbers beginning in 988 can be issued. Payroll maintains the master list of numbers. These numbers are unique and can only be issued once.

• This temporary ID number must be updated in SAP (for tax reasons) and Equifax (for employment authorization). These updates rely upon follow up by the employee. Local HR should monitor personnel in their areas who have temporary ID numbers in SAP and maintain a dialogue with each employee until the SSN is updated.

• The system updates are completed by a joint effort between HR Compliance Services, and HR Shared Services.
HOW TO RUN THE REPORT …
SAP -> Enterprise Reporting -> BW Reports -> Open Analysis
Folders -> Human Resources -> Personnel Admin

Daily Loads
Notifications:

- Chrome & Edge browser users (vers.96) will not be able to adjust the height of the column headers. We are working to reformat the default views of the reports. In the meantime, users can adjust the column header height by using the Firefox browser.

Tuesday, February 22, 2022
8:00 AM

- All areas of BW reporting are available as of 2/21/2022 except as noted in the “Special Loads” area below.
“JHU Employees with Temporary IDs”
UN* is a wildcard value that will return all personnel areas for which you have access.

General best practice is to Validate selections before running.

Green check indicates successful validation.

If you normally select org units when you run Analysis reports because of org level security it will be required for this report too.

General best practice for Analysis reporting is to check this box to save prompt values.
You have some options to drag free characteristics in or out of the report as needed.

The report evaluates SSN behind the scenes to identify employees with temporary ID numbers, but the numbers will not be displayed in the report results.
Results may be exported to Excel if needed.

General best practice is to check “Repeat outer header members” and “Export Key and Text values as separate columns” when exporting Analysis reports to Excel.

Highlight Totals is generally checked by default. It’s fine to leave as is.
WHAT TO DO WITH REPORT RESULTS
Business Process

• Foreign nationals without SSNs are also required to completed the Foreign National Information Form (FNIF).

• Once SSN cards are received, employees should upload them into the system.

• The FNIF system emails a unique link to the employee that they will use to access the system and upload their SSN number.

• Employees unable to access this link in order to upload their SSN cards should contact I9ComplianceSvcs@jhu.edu for assistance.