

	Florida Gulf Coast University Policy Manual	Policy: 3.024 Approved: 10/27/09
	TITLE: NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE	Responsible Executive: <i>Vice President, Administrative Services and Finance</i> Responsible Office: <i>Human Resources</i>

POLICY STATEMENT:

The Department of Human Resources collects and uses employee’s social security number (SS#) only for the purpose of performing University duties and responsibilities. In order to protect the identity of employees, FGCU will secure the SS# from unauthorized access and not release the SS# to unauthorized parties. Each employee shall be assigned a unique identification number which is used for all associated employment and educational purposes.

REASON FOR POLICY:

Florida Statute 119.071(5) requires the University to notify employees of the collection and uses of employee’s social security numbers.

PROCEDURES:

Upon hire each employee shall be notified of the collection purpose, and usage of their Social Security number. To ensure that an employee is properly linked to outside governmental entities such as the Internal Revenue Service, the social security number is used for any or all of the following legitimate business purposes:

- Completing and processing the Federal I-9 (Department of Homeland Security) including E-Verification, if applicable
- Completing, processing & distributing Federal W4, W2, and 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security taxes (FICA)
- Completing and processing quarterly Unemployment Reports (FL Dept of Revenue)
- Completing and processing Florida Retirement

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- Contribution reports (FL Division of Retirement)
- Reporting Work-related injuries (Florida Division of Risk Management), if applicable
 - Completing and processing Direct Deposit Files (Bank of America, ACH), if applicable
 - Completing and processing 403b and 457b contribution reports, if applicable
 - Completing and processing group health, life and dental coverage enrollment, if applicable
 - Completing and processing various supplemental insurance deduction reports, if applicable
 - Completing and processing immigration related documents, if applicable

It is a condition of employment that employees are required to provide their Social Security number to FGCU.

HISTORY: New 10/1/07; Revised 12/08, 10/27/09

APPENDIX: Notification of Social Security Number Collection and Usage form.

APPROVED



President

October 27, 2009

Date

APPENDIX "A"

**Florida Gulf Coast University
Human Resources Department
Notification of Social Security Number Collection and Usage**

In compliance with FL Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number.

The Human Resources Department collects and uses your social security number only for the following purposes in performance of the University's duties and responsibilities. To protect your identity FGCU will secure your SS# from unauthorized access, never release your SS# to unauthorized parties, and assign you a unique employee identification number. This unique ID number is used for all associated employment and educational purposes.

To ensure that you are properly linked to outside governmental entities such as the Internal Revenue Service, your social security number is used for any or all of the following legitimate business purposes:

- Completing and processing the Federal I-9 (Department of Homeland Security)
- Completing, processing & distributing Federal W4, W2, and 1099 (Internal Revenue Service)
- Completing and processing Federal Social Security taxes (FICA)
- Completing and processing quarterly Unemployment Reports (FL Dept of Revenue)
- Completing and processing Florida Retirement Contribution reports (FL Division of Retirement)
- Reporting Work-related injuries (Florida Division of Risk Management), if applicable
- Completing and processing Direct Deposit Files (Bank of America, ACH), if applicable
- Completing and processing 403b and 457b contribution reports, if applicable
- Completing and processing group health, life and dental coverage enrollment, if applicable
- Completing and processing various supplemental insurance deduction reports, if applicable
- Completing and processing immigration related documents, if applicable

Providing your Social Security number to FGCU is a required condition of employment.

I understand the above information and have been given a copy of this document.

Print Name

Signature

Date