


HRIS – Human Resources Information Solution

**RESOURCE GUIDE: AGENCY HR
GENERALIST - SOCIAL SECURITY
NUMBER LOOK-UP (ZH11.1)**



AGENCY HR GENERALIST - SOCIAL SECURITY NUMBER LOOK-UP (ZH11.1)

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Introduction

HRIS can determine at any time if a person is a current or former Employee of the State of Arizona by performing a search on the Social Security Number Lookup Form (ZH11.1).

This form makes a determination by comparing the social security number (SSN) keyed in on this form against all SSNs in the database. If a match is found, then the person is a current or former Employee and must be treated differently during the hiring process.

When using this form during the hiring process, if the SSN is not found, then the person needs to be hired following the Hire Process. If the SSN is found, the person needs to be hired following the Rehire Process or the Interagency Transfer Process.

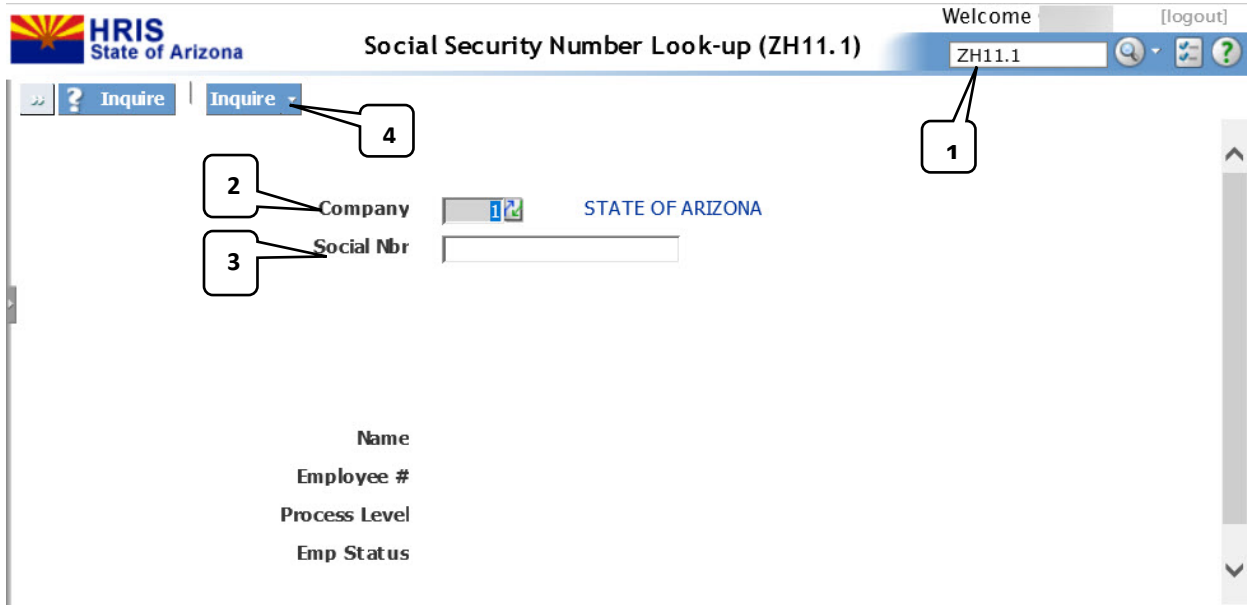
This form can be used at any time to check a social security number against the database.

If an SSN number is found, the following information will be displayed:

- First and Last Name
- Employee's EIN
- Last Process Level
- Last Employee Status

Social Security Number Look-up (ZH11.1)

(Image 1)



Steps 1-5 of 5

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	White Search Box	R	Type ZH11 and press the enter key on the keyboard.	The Social Security Number Form (ZH11.1) will open.	You will always use the Search Box to move from Form to Form.
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Social Security Number Field	R	Type the social security number with or without – (dashes).		Format: 999999999 or 999-99-9999
4	Inquire Button	R	Click Inquire to find information.	System will give information or message in lower left corner.	<ul style="list-style-type: none"> • Example 1 - If social security number is not found message in lower left corner will be; <i>Social Security Number does not exist.</i> • Example 2 - If social security number is found you will see; <i>the Employee's Name, EIN,</i>

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					<p><i>Process Level and Status.</i></p> <ul style="list-style-type: none"> • Example 3 - If social security number is not in the right format message in lower left corner will be; <i>Social Nbr differs from country US format.</i>

Notes

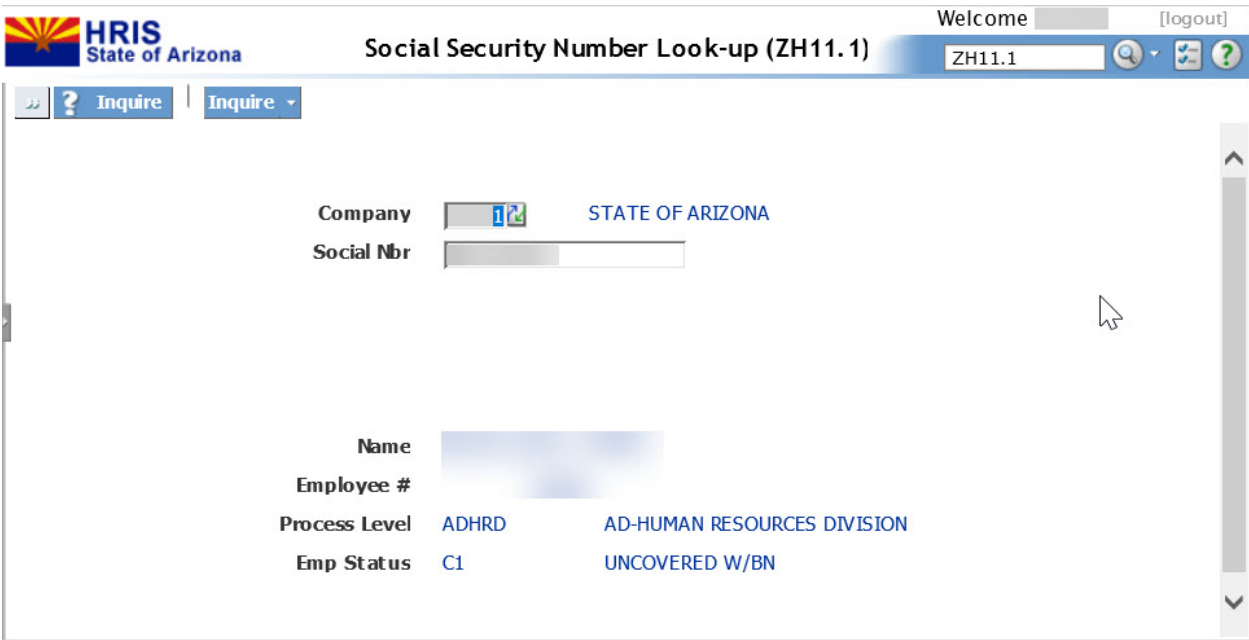
- If the Social Security Number Lookup form is being used for verification, then the process is complete and you can continue with your work in HRIS.
- If completing this form as part of the New Hire or Rehire Process, continue with the next step as described for either the New Hire Process or the Rehire Process.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
5	White Search Box (See White Search Box- Step 1)	R	<ul style="list-style-type: none"> •Type XP31.1 for the New Hire without Talent Process •Type XP52.1 for the New Hire with Talent •Type XP52.1 for the Rehire Process. 	HRIS Form Appears	Continue with the New Hire or Rehire Process as outlined in those training manuals.

Example 1 - If you receive this message continue with New Hire Process.



Example 2 - If you see this information, the applicant is already in HRIS. If they have a terminated status you need to complete the Rehire Process, which may also require an Interagency Transfer to be completed.



Example 3 - If you receive this message the Social Security Number is in the wrong format or is an invalid Social Security Number. Double check to ensure the number was keyed right if it was then contact the Applicant to get the valid Social Security Number.

