



How can a user change a SSN number if it has been incorrectly entered?

- **NOTE:** A SSN correction is performed if the NOA is an OPM NOA .
- The user must navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > Correction
- Insert a new row **after** the original incorrect SSN entry (not current row) on the **Data Control** page. **DO NOT CORRECT THE ORIGINAL ENTRY.**
 - The row that has been inserted will have a PAR status of COR.
- Click on the **Personal Data** page.
 - Enter the correct SSN (National ID field) on the row with PAR status of CORRECTED. **DO NOT CORRECT THE ORIGINAL ENTRY.**
- The user must navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing
 - Click on the **Personal Data** page.
 - Correct all other intervening rows through correct history to ensure the SSN matches. **DO NOT CORRECT THE ORIGINAL PAR ACTION.**

Enterprise Human Resources and Payroll Deployment

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Continued.

- The SSN change will pass to payroll as a 002A to allow the SSN correction.
- **DO NOT PERFORM OTHER CHANGES ON THE REMAINING PAR PAGES.**