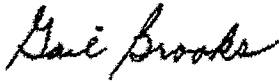


Date: May 11, 2011

Code: HR 2011-05

To: CSU Presidents

From: Gail E. Brooks   
Vice Chancellor  
Human Resources

Subject: **Mandatory Collection of Social Security Numbers (SSNs) of Dependent(s) Applicable to Benefits Plan Enrollment of New and Existing CSU Employees**

**Overview**

**Audience:** Human Resources Officers, Benefits Officers, and/or campus designee(s) responsible for benefits administration of health, dental and vision plans.

**Action Items:** Campuses are required to collect the Social Security Number (SSN) of any individual(s) enrolled in a CalPERS health plan, CSU dental and/or vision plan as the dependent of a benefits eligible employee. This policy is applicable to new hires and existing employees.

**Affected Employee Groups/Units:** All non-represented and represented employees that: 1) Are eligible for enrollment in a CalPERS health plan, CSU dental and/or vision plan; and 2) Have a dependent(s) eligible for enrollment in any one of these plans.

**Summary**

In previous communications, Human Resources Management (HRM) has indicated that campuses must collect dependent Social Security Numbers (SSNs) from benefits eligible employees that wish to enroll their eligible dependents in benefits plans (i.e., medical, dental and vision). The purpose of this memorandum is to restate this information as HR Policy, applicable to both new hires and existing employees. This document should be read in its entirety.

Benefits premium costs have a direct impact on the financial resources of the California State University (CSU). As a result, the validation of benefits eligible employees and their dependents prior to enrollment is mandatory to augment CSU's fiduciary responsibility as well as to ensure that benefits are appropriately utilized by eligible employees and their dependents. Therefore, for the purposes of tracking dependent information and enrollment of Benefits plans in Oracle/PeopleSoft, campuses are required to collect the Social Security Number (SSN) of any individual enrolled, or planning to enroll in a CalPERS health plan, CSU dental, and vision plan as the dependent of a benefits eligible employee. This policy is applicable to new hires and existing employees, and this data must be collected and updated in Oracle/PeopleSoft.

With regard to adding newborn dependents, it is understood that it takes considerable time for the Social Security Administration to issue a child's SSN. However, once the SSN is obtained (typically within 6-12 weeks of birth), this information should be provided to the campus Benefits Office, and updated in Oracle/PeopleSoft.

Questions may be directed to Human Resources Management at (562) 951-4411. This HR memorandum is also available on the Human Resources Management's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GEB/mh

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