

**From:** BusinessAffairs Advisory Forum <BAAF-L@LISTSERV.UGA.EDU> on behalf of Kathy R. Pharr <pharr@UGA.EDU>  
**Sent:** Thursday, March 07, 2013 9:18 AM  
**To:** BAAF-L@LISTSERV.UGA.EDU  
**Subject:** FW: Key UGA systems transitioning from SSNs to alternate IDs  
**Attachments:** UGA Administrative Systems SSN to Alternate IDs Memo March 7 2013.pdf

Dear BAAF Members:

Please see the email below, which I am sharing on behalf of EITS. If you need further information, please contact Kim Woods at [kwoods@uga.edu](mailto:kwoods@uga.edu).

FYI,  
Kathy

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# The University of Georgia

Enterprise Information Technology Services

## MEMORANDUM

DATE: March 7, 2013

TO: Vice Presidents, Vice Provost, Associate Provosts, Academic Deans,  
Departments Heads and Directors

FROM: Kim Woods, Director of Administrative Information Systems *KW*

SUBJECT: UGA Human Resources, Payroll, and Financial Systems Transitioning to  
Alternate IDs Effective January 1, 2014

As part of ongoing efforts to improve the security of our systems and decrease reliance on Social Security Numbers, UGA Administrative Information Systems has been transitioning applications to utilize UGAIDs, Vendor Numbers or other alternate IDs instead of SSNs.

Effective January 1, 2014, SSNs will no longer be used to identify employees and/or records in any core human resources, payroll, financial, or supplemental administrative mainframe system supported by Enterprise Information Technology Services. This will include all databases, DB2 tables, related views and feeds from these mainframe systems.

The SSN will only be utilized in rare situations where it is not possible to use an alternate ID, and access to this data will be restricted. When there is a state, federal, or other pre-approved requirement to use the SSN, the alternate ID will be converted to the Social Security Number and securely transmitted at that specific point in time.

All current and newly added employee SSNs will be validated by the Payroll department in conjunction with the Social Security Administration by April 1, 2013.

You may have some departmental systems still using SSNs. If you would like assistance converting these systems to use UGAID instead of SSN, please contact EITS by May 1, 2013. An online form is available to request assistance: [eits.uga.edu/support/request/idm\\_support](http://eits.uga.edu/support/request/idm_support). Please select inquiry type of "SSN Conversion Assistance" and complete the form.

If you need additional information, please contact Kim Woods at [kwoods@uga.edu](mailto:kwoods@uga.edu).

Cc: Business Affairs Advisory Forum  
University Strategic Communicators  
Information Technology Managers Forum  
Identity Management Functional Advisory Committee  
Enterprise Information Technology Services  
UGA Networking Group