
From: UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of Jennifer D Collins <jfinch@UGA.EDU>
Sent: Thursday, August 16, 2012 3:59 PM
To: BUSINESS-SERV-L@LISTSERV.UGA.EDU
Subject: Training for Removal of SSNs from the eCheck/eTravel system

The message below has also been distributed to the BAAF listserv.

Effective January 2013, the eCheck/eTravel system will be modified to no longer use social security numbers. Rather than using SSNs within the eCheck/eTravel system, each record will be identified by a unique vendor number, which will be maintained within the Unified Vendor database. The vendor number will begin with a "VN" and will only be used within the procurement and payables processes. The first phase of this project, beginning September 4, 2012, will allow entry of the SSN or vendor number to identify records. This phase will serve dual purposes: it will create a transition period for users to become familiar with the new process and it will also provide a real-world test of the vendor number replacement for SSN prior to the January 2013 switchover, when SSNs will no longer be used for eCheck and eTravel.

Accounts Payable is offering training and will be available for questions at the Training and Development Center on the following dates:

Monday, August 27, 2012, from 9:00-10:00

Monday, August 27, 2012, from 2:00-3:00

Friday, August 31, 2012, from 9:00-10:00

Individuals wishing to register for one of the sessions should log on to the self-service website at <https://employee.uga.edu/FacStaff/index.jsp> and utilize the Training and Development option on the left.

Questions can be directed to Jennifer Collins via email at jfinch@uga.edu.