
The Federal Employee Handbook of 1998 requires all employees payroll name must exactly match their social security card to prevent misdirected social security funds. To verify this the Office of Human Resources must have a copy of your signed social security card. If there is a difference we will updated our systems to reflect the spelling on your social security card.

Employee Information	
Employee Name	SSN
Date	ID Number (if different)

The Office of Human Resources has my permission to change my PSU ID number to my Social Security Number to streamline the payroll process.

Signature _____

OR

The Office of Human Resources does not have my permission to change my PSU ID number to my Social Security Number. I understand this may cause some delay in pairing my records under my ID with my payroll documents under my social security number.

Signature _____