



## Assignment and Monitoring of Temporary Tax Identification Numbers (TINs)

**Effective Date:** February 24, 2016  
**Function:** Payroll  
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### Basis for Procedure

An RF employee, fellow, or SUNY employee must have a valid Tax Identification Number (TIN) in order to process RF payroll payments. If an individual has not yet received an SSN before his or her status becomes active, a temporary Tax Identification Number (TIN) must be assigned.

### Procedure Summary

This procedure provides the steps to take when an RF employee, fellow or SUNY employee on the payroll has no valid TIN. Monitoring must take place to ensure that final TINs are obtained by the individuals. SUNY employee's payments are part of the Income Fund Reimbursable (IFR)/cost sharing activity. Payments made to SUNY employees are not reportable by the RF at year-end. Therefore, a final valid TIN is not required.

### Procedure Steps

The following table describes the steps to take when an employee or fellow on the payroll has no valid TIN:

Step	Role or Responsibility	References or Tips
Receive information or form for a new employee or fellow (or for a change to a record already set up) in which the employee or fellow does not have a valid SSN or ITIN.	Operating Location	
Create a temporary Tax Identification Number before entering the employee or fellow into Oracle.	Operating Location	How to Assign a Temporary TIN(Below)
Monitor the temporary TIN to ensure a valid number is received within one month.	Operating Location	Use the List Function query in Oracle to search for all SSNs beginning with 000.
Maintain a log of all temporary TINs that are assigned at your location. Document the following information:  name of the employee or fellow;  temporary TIN;	Operating Location	

<p>date temporary TIN was assigned;</p> <p>employee number; and</p> <p>valid TIN assigned by SSA or IRS (when issued).</p>		
<p>If a valid SSN is received within one month an Oracle Information change form must be completed and the person's record (i.e., the Social Security field of the Identification region in the People –xxxx window) must be adjusted.</p> <p>If a valid SSN is not received within one month follow up with applicants to ensure that they have applied for a number from the SSA or IRS. Continue monitoring.</p>	<p>Operating Location</p>	<p>Change the temporary TIN to the new, valid number by using the work instruction <a href="#">Change People Information Personnel Data</a>.</p>

## How to Assign a Temporary TIN

A temporary TIN takes the numeric form of a Social Security Number (i.e., xxx-xx-xxxx). To expedite searching and identification of temporary numbers, operating locations must create temporary numbers consistently.

All temporary TINs must begin with 000.

1. The middle two numbers are the first two digits of the location code (e.g., 28 for Empire State College).
2. The sixth number is the last digit of the current calendar year (e.g., 2 for calendar year 2002).
3. The last three numbers are the operating location's local numbering sequence for temporary TINs.
4. For example, the first temporary TIN (e.g., 001) that Empire State College might create for calendar year 2002 would be 000-28-2001.

## Definitions

*TIN* - A temporary Tax Identification Number

## Related Information

None

## Forms

[Oracle Change Form](#)

## Change History

Date	Summary of Change
February 24, 2016	Remove reference to EPSS and section referring to Free SSN Verification and References
June 28, 2002	Revision of Payroll manual (pa-a-02)

**Feedback**

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