

INSTRUCTIONS FOR CORRECTING INCORRECT SOCIAL SECURITY NUMBERS

- 1) Corrections can only be made by this office for employees of the State of North Carolina being paid through the OSC Central Payroll System.
- 2) If an employee's social security number (SSN) is incorrect, check to see if the employee has been paid under more than one SSN.
- 3) If more than one SSN are in the system then the incorrect number must be inactivated (Cycle 3). The correct number can either be active or inactive. If only the incorrect number is in the system, you do not have to make any changes on your end.
- 4) The Payroll Officer must complete form:
http://www.ncosc.net/sigdocs/sig_docs/payroll/OSCPXA19-Request_to_Correct_Social_Security_Number.xls
- 5) Completed form must be emailed as an attachment to: central.payroll@ncosc.net
- 6) Wages and deductions will be combined in the payroll system and put under the correct SSN. The incorrect number will be deleted from the payroll system.
- 7) The payroll officer will be notified when the change is complete.