

MANAGE YOUR SSN AND OTHER GOVERNMENT IDS

Overview

This job aid outlines the process for an Employee and HR Liaisons to verify a social security number and edit Government IDs in Workday. A Government ID and/or National ID for employees to enter and edit their U.S. Social Security Number or Qatar ID Card number and additional Government IDs such as Resident Citizen of the United States ID card (I-179)

Important Information:

- Employee(s) should be prepared to provide documented proof of changes for verification purposes
- If you continually receive an error when trying to verify your social security number, contact your local HR Office
- Employees who do not already have a social security number entered in Workday receive a task during onboarding to enter this number during the onboarding process

INSTRUCTIONS:

Changes can be made to your **Government IDs** from your Worker profile if needed using **the Change My Government IDs** task

From the Workday Home page:

1. Click the **My Account** icon at the top right corner of your screen

Note: A cloud will be displayed if you do not have a profile picture

2. Click **View Profile**
3. On your Worker Profile, click **Personal**
4. Under the **IDs** section, click **Edit**
5. In the drop-down that appears, select **Change My Government IDs**
6. Read the onscreen text for helpful information

Add your IDs

1. In the **National IDs** and/or **Government IDs** section, add information by clicking the Add icon [+].

IMPORTANT: The social security number or Qatar ID number should *only* be entered into National ID. No other data should be included in the National ID section

2. Fill out information for fields including
 - **Country**
 - **National ID Type** (e.g., SSN)
 - **Government ID Type** (e.g., depending on what you are editing)
 - **Identification #**
 - **Issued Date**. Only required for Government ID
 - **Expiration Date**
 - **Verification Date**. Leave blank as this will be updated by your HR Partner
3. Enter any comments, as needed
4. Click **Submit**
5. Move to the **Next** section of this job aid to continue

Edit your IDs

1. In the **National IDs** section, use the **Add/Edit ID** column to update the existing SSN
2. Add or update the **Issued Date** as needed

Note: An **Issued Date** is not required

IMPORTANT: You cannot delete your SSN record. Contact your HR Partner to assist.
3. In the **Additional Government IDs** section, edit the **Identification #**. The **Issued Date** and **Expiration Date** fields may be provided but are not required
4. Enter any comments, as needed.

WARNING: Do not upload a copy of any government documents in the Attachment section unless asked to do so. Please contact your HR Partner with questions
5. Click **Submit**

Up Next

You will be prompted to show documented proof of the ID to your HR Contact or HR Partner. The request will be routed to other individuals for additional steps. You may be required to provide documented proof to these other individuals prior to the process being able to move forward.

This completes the **Manage Your SSN and other Government IDs** process.