

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-29

Effective Date: 12/17/2000

Revision Date: 08/07/2009

C. Deulabay
County Administrator

SUBJECT: ASSIGNING EMPLOYEE IDENTIFICATION NUMBERS

DEPARTMENT RESPONSIBLE: All County Departments

1. STATEMENT

All Pima County employees will be assigned an Employee Identification Number by the Financial Operations Division at the time of hire. The Employee Identification Number will not change if an employee transfers to another department or is rehired within the same calendar year in which they terminated. The Employee Identification Number will replace the social security number on all Time and Attendance Forms and on all Payroll-related inquiries and documents. The Employee Identification Number must be on all Personnel Action Forms. This procedure explains when and how to obtain an Employee Identification Number.

PROCEDURE

- 2.1. When a Department hires a new employee, the hiring department must complete a Pima County Government Employee Identification Number Request form (Attachment 1).
- 2.2. Fax the completed request form to Financial Operations at 740-8468. Financial Operations will assign an Employee Identification Number and fax the request back to the submitting Department on the same day if received before 2:00 p.m. or the next workday if received after 2:00 p.m. Any omission or incomplete information on the form will delay obtaining an EIN.
- 2.3. Instructions for completing a Pima County Government Employee Identification Number Request form are listed below:
 - 2.3.1. Enter the current date.
 - 2.3.2. Enter the name of the Department submitting the request.
 - 2.3.3. Enter the Department's two-character High Org. code.
 - 2.3.4. Enter the fax number where the request form is to be returned.
 - 2.3.5. Enter the employee's date of hire.

- 2.3.6. Enter the employee's full name (as it appears on social security card).
- 2.3.7. Enter the employee's Social Security Number (confirm the Social Security Number with the employee).
- 2.3.8. Sign the form.
- 2.3.9. Fax this request to Financial Operations at 740-8468.

Attachment 1



**Pima County Government
Employee Identification Number Request**

Fax this request to Financial Operations
Fax # 740-8468

Date: _____

From Department: _____

Hi-Org.: _____

Return to Fax #: _____

Date of Hire: _____

Employee's Name: _____
(Please Print)

Employee's Social Security No.: _____ (Please verify this number!)

Requestor's Signature

To be completed by Financial Operations:

Employee Identification Number: _____