Personnel Document Creation Using UGA ID

Beginning February 22nd, 2013 all personnel documents will require the UGA ID in place of the SSN.

April 17, 2013

Summary

- Search for a UGA ID with IDM Tools: idm.uga.edu

- Request access to IDM Tools:
  https://eits.uga.edu/support/request/idm_data_access

- Request a UGA ID for new prospective faculty/staff: https://sendfiles.uga.edu/

- Detailed SendFiles instructions:
  https://eits.uga.edu/support/request/idm_data_access

If you have any questions, please email confirm@uga.edu or call 706-542-3431.

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Overview of Procedures

Beginning February 22nd, 2013, the personnel document will be created using the UGA ID instead of the SSN. Currently, the SSN is filled when creating the document in one of two ways: if the initiator knows the SSN and keys it into the personnel, or by using the Social Security Number lookup search tool using the employee name to retrieve the SSN. The personnel document process will continue its current functions, but the SSN and SSN search tools will be replaced with the UGA ID and UGA ID search tools.

Search for an Existing UGAID

In order to determine the UGA ID needed to process the personnel document, the initiator will utilize the IDM Identifier Translation Tools which can be used to translate a SSN or MyID to a UGA ID.

1) Log in to UGA Identity Manager with your MyID and Password: idm.uga.edu
2) The 'Identifier Translation' option should be available on the left menu
   Note: If this option does not appear on the left menu, please go to the **Identity Management Data Access Request Process** section of this document.
3) To find the UGA ID for an individual, enter their SSN into the SSN field and click the 'Translate' button.

4) The UGA ID for an individual can also be returned by entering their MyID into the MyID field and click the 'Translate' button.

5) Use the UGA ID returned through the translation tool(s) to complete the Personnel Document.
6) If these steps did not return a UGA ID, please go to the **Request a UGAID Using SendFiles** section of this document.

Identity Management Data Access Request Process

In order to obtain access to the IDM Identifier Translation tools, the Identity Management Data Access Request Process must be completed.

1) Log in to the IDM Data Access Request page at:
   https://eits.uga.edu/support/request/idm_data_access
2) Provide the information requested on the form

Request IDM Data Access

The purpose of this form is to provide a method to request access to IDM data and tools. Please complete the form below to help determine the IDM data access needed.

* Indicates required fields.

Units Requesting Access

Unit Name * `Athletics`
UGA Dept. Number `090`

Requester's Contact Information

First Name `Hairy`
Last Name * `Dawg`
Phone * `706-555-5555`
Email * `hairydawg@uga.edu`

Department Head (or Designee)

Name * `Uga IX`
Phone * `912-333-333`
Email * `RussUga9@uga.edu`

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3) Select the 'Identifier Translation Tools' checkbox.
4) Select the 'Both' radio button for the Scope.
5) Provide the following information in the description box to explain your request:

   I am responsible for completing Personnel Documents for Faculty, Staff, and Graduate Students. I will need to obtain the UGA ID for these individuals in order to create Personnel Documents.

6) Click the 'Submit' button to submit your request.

IDM Data Access Area

Using the checkboxes below, please select the area(s) to which you need access. Here is a brief description of each area:

- **Identifier Translation Tools** -- These can assist UGA units with individual translation between SSN, UGAID, and MyID.
- **IDM Phone Assisted Verification Tools** -- These can assist UGA units with verifying a caller's identity without asking for a person's SSN.
- **People Search Access** -- Allows individuals to look up identities within IDM, displays SSN information.
- **UGAID Creation Form** -- Used to create identities (for UGA Payroll staff only).
- **Visiting Researcher Module** -- Used by departments to create identities for visiting researchers such as visiting scholars, visiting graduate students, and undergraduate interns.

☑ Identifier Translation Tools
☐ IDM Phone Assisted Verification Tools
☐ People Search Access
☐ UGAID Creation Form - for UGA Payroll staff only
☐ Visiting Researcher Module

Scope (for the access requested above)
○ Student
○ Faculty & Staff (includes student workers)
◉ Both

Please explain why this access is essential to your job responsibilities. *

I am responsible for completing Personnel Documents for Faculty, Staff, and Graduate Students. I will need to obtain the UGA ID for these individuals in order to create Personnel Documents.

Submit

7) Your request will be processed within three to five business days. When your request is approved, a member of the Identity Management team will contact you and provide tool instructions.

Request a UGAID Using SendFiles

If you are unable to find a UGA ID for the individual through the IDM Identifier Translation Tools, a UGA ID can be requested for the individual through SendFiles. SendFiles is an encrypted file service offered by EITS which allows users to securely share sensitive documents.

1) Log in to SendFiles with your MyID and Password at https://sendfiles.uga.edu/.
2) Click the Mailbox link on the left menu.
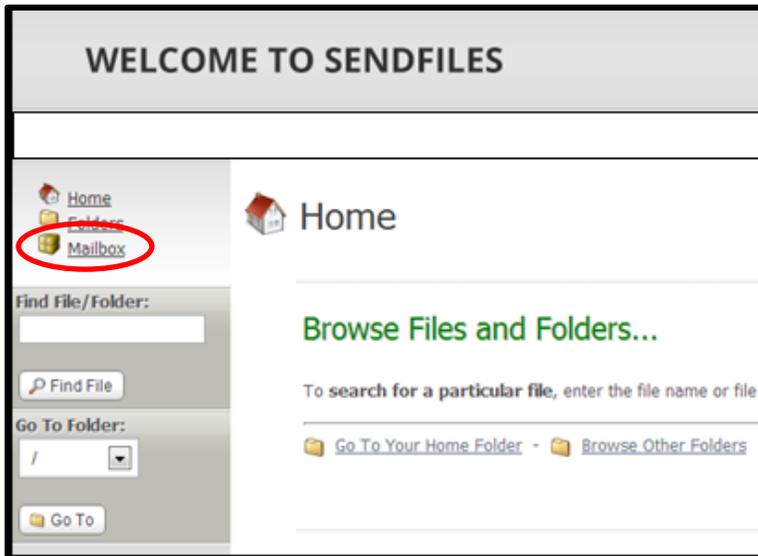
3) Click the 'Send a new message' link.
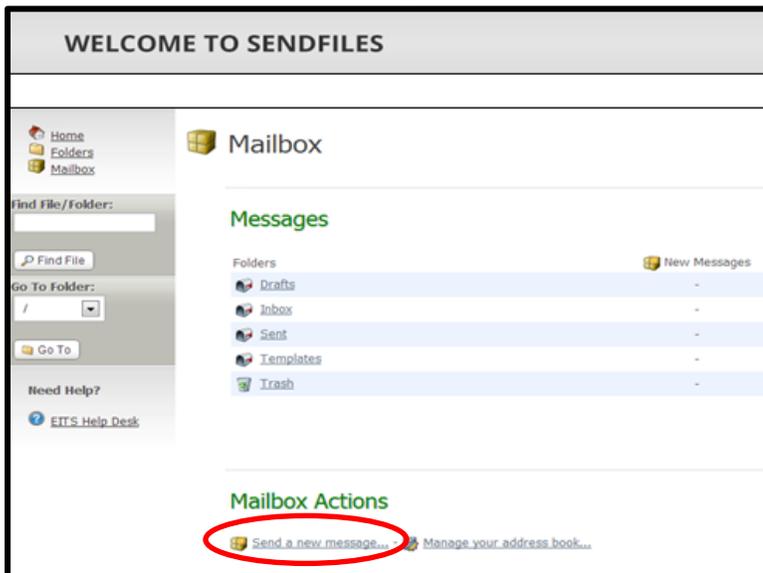
4) Provide the following information in the SendFiles Email:

To: confirm@uga.edu

Subject: Request for UGA ID

Email content should include all of the following:

1. Employee Social Security Number (if available)
2. Is the individual a U.S. Citizen or Permanent Resident?
3. First/Given Name
4. Middle Initials
5. Last/Family/Surname
6. Employee Birthdate (mm/dd/yyyy)
7. Gender
8. Is the individual a Prospective Faculty Member or a Prospective Staff Member?
9. Appointment Start Date (mm/dd/yyyy)
10. If the SSN is unavailable or the individual is not a US Citizen or Permanent Resident, please provide passport number and passport country.

The steps 4a through 4e are optional. If you do not wish to set up a template, please proceed to step 5.

a) The email content listed above as can be saved as a template for future use. Once the content has been entered into the SendFiles email, click the 'Save As Template' Button.
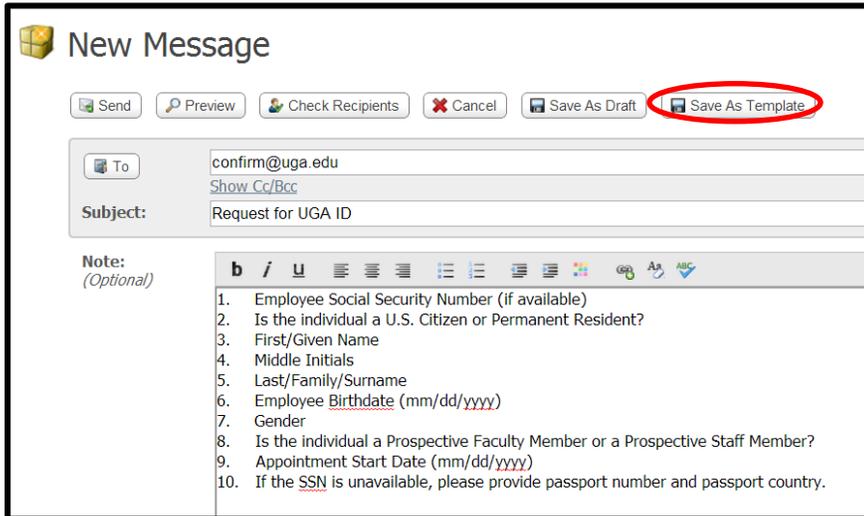
b) Click the 'Mailbox' link on the left menu and click 'Go To Your Mailboxes.'
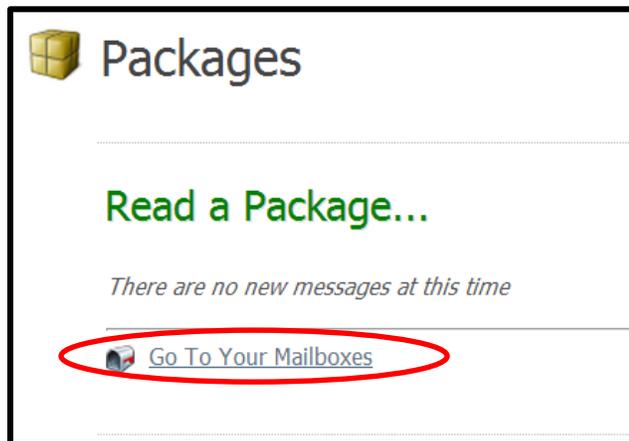
c) Click the 'Templates' link under Folders.
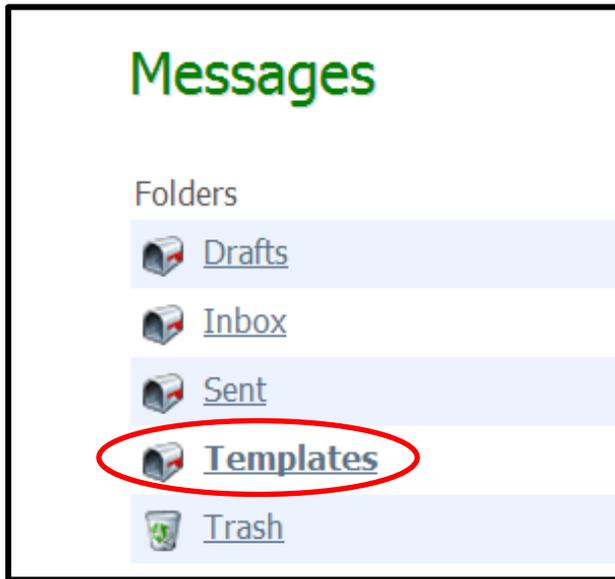
d) Your template should appear in the Messages area. Click the link to the email template to use it. This template will be available to you for future requests.
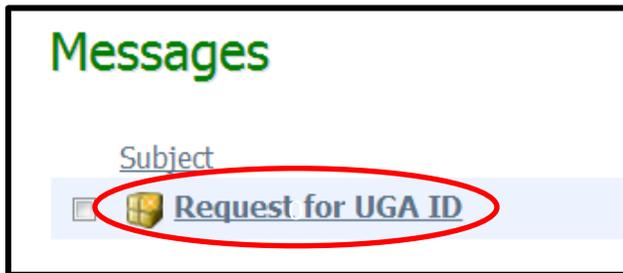
e) Click 'Edit' to utilize this template to send a Request for UGA ID email to confirm@uga.edu.
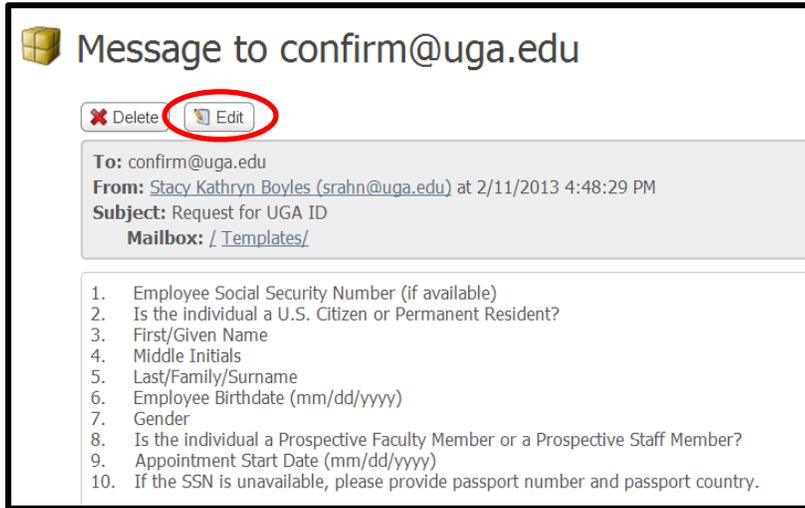
5) Once all information has been entered, click the 'Send' Button.
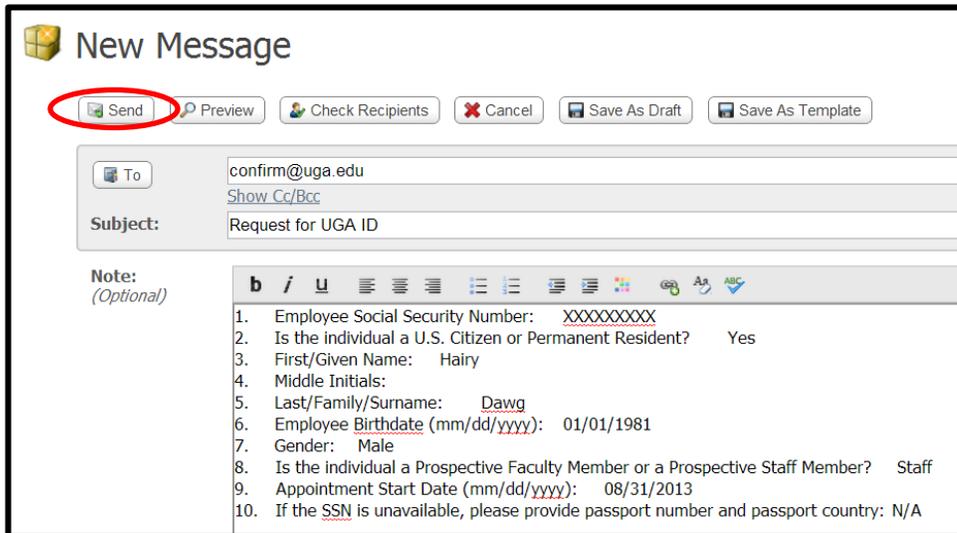
6) Your request will be processed in two business days. You will receive a SendFiles email with the UGAID for the individual.

Detailed instructions for using SendFiles are available at:
http://wiki.eits.uga.edu/help/index.php/SendFiles .

All communication to and from the Payroll department concerning this process will be handled via SendFiles. Please send all email concerning SSNs and other sensitive information via SendFiles.

Notify Payroll that an Employee has received a Valid SSN

When an employee does not have a SSN, he or she will have to apply for one at the Social Security office. The Payroll Department will use the employee's student number or an assigned pseudo number until the valid number is issued by the Social Security office. When the employee receives the valid SSN, the department should send the valid SSN to the Payroll Department in a SendFiles email to confirm@uga.edu.

How to Use the UGAID

Please use the UGA ID to create the Personnel Document.

Once the UGA ID has been received from the Payroll department, that number can be used by the individual and to participate in various University services, including but not limited to:

1) The individual can have a UGACard created by visiting the UGACard Office.
2) The department or the individual can request a MyID which will give them access to University systems for which they have been granted access and the ability to create an email account.
3) Other services as determined.

If you have any questions, please email confirm@uga.edu or call 706-542-3431.