Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6212 Employment Maintain Employee/Worker Information	Revision Date: 02/12/2019
	Version: 8

Employment Maintain Employee/Worker Information
Table of Contents

Objective

Capture and maintain employee demographics, agency, and property information

Outcome

Employee information is added to the system

Employee/Worker Demographics

The Maintain Employee/Worker Demographics screen is used to capture and maintain employee/worker demographics, personal information, and state employment information.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.

```
PHFNC10  PHV9        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/27/2016
PHIMAINU PHIMAINM              Employment Menu                        01:38 PM

           Code      Description                              FastPath

           EP    Maintain Employee with PIN                   MEWP
           EE    Maintain Worker with WIN                     MEWW
           ME    Maintain Employee/Worker Information          MEWI
           MP    Maintain Payroll Information                 MPAY
           PA    Process Performance Appraisal                PPAS
           R1    Miscellaneous Reports Menu1                  MPR1
           R2    Miscellaneous Reports Menu2                  MPR2
           MB    Miscellaneous Browses                        MPBR
           MT    Miscellaneous Employee Maintenance Programs  EMP




     Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                               Quit
```

Your Action ...	System Response ...
2. Choose **ME** (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.

```
PHFNC10  PHV9        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/27/2016
PHIMAINU PHIMAINM     Maintain Employee/Worker Information Menu       01:40 PM

          Code       Description                          FastPath

          ED    Maintain Employee/Worker Demographics      DEMO
          EE    Maintain Employee Agency Info              AGIF
          ET    Maintain Optional Tracking                 OPTK
          EW    Employee/Worker/Eligibility Type           ETBL
          ES    Maintain Employee/Worker SSN               DEMM
          PE    Maintain PIN Entry Date                    PINE
          CS    Change SSN Report                          CSSN
          GP    Get PID                                    GPID
          GS    Get Social Security Number                 GSSN




       Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                               Quit
```

Your Action ...	System Response ...
3. Choose **ED** (Maintain Employee/Worker Demographics) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Employee/Worker Demographics screen will appear.

```
PHFNC10  PHVB        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/25/2017
PHOMDM1D PHOMDM1M     Maintain Employee/Worker Demographics          11:06 AM
                                                                     2 more >

*Action: _ (A,B,C,D,M,P)                          Press PF3 to continue

        *SSN: _____
   Last Name: _____  First Name: _____ Suffix: ____
 Middle Name: _____       Maiden Name: _____
Date of Birth: __ __ ____
 *Gender Code: _                     *Race Code: _
  *EEO Change: _     Email: _____
 Mailing Address: Street: _____
                          _____
                   City: _____   *State: __ Zip: ____ - ____
Permanent Address: Street: _____
                          _____
                   City: _____   *State: __ Zip: ____ - ____
   Phone Numbers:   Home: ___ ___ - ____      Other: ___ ___ - ____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist              Left  Right Quit
```

Your Action ...	System Response ...
4. Choose **A**dd and enter the employee's social security number (SSN) and press ENTER.	

Your Action ...	System Response ...
5. Enter the following information: **Last Name**: The employee's last name. **First Name**: The employee's first name. Suffix: The suffix for the name (Jr., Sr., etc.) Middle Name: The employee's middle name. Maiden Name: The employee's maiden name if applicable. **Date of Birth:** MM DD YYYY. This field is required for MAGIC. *Gender Code: Enter the code denoting the employee's gender. *Race Code: Enter the code denoting the employee's race. *EEO Change: This field is used to make change to the gender or race code of an individual after it has been added to the system. Enter the code denoting why a change was made (*i.e.*, Change of Status, Correction Name, etc.)**.** **Email: Required.** Enter the employee's work e-mail or Not Available. **Mailing Address**: Street, City, State, and Zip Code. **Permanent Address**: Street, City, State, and Zip Code. Phone Numbers: Enter the employee's Home and Other phone numbers if applicable.	
6. Press F11 to access the second panel of this screen.	The second panel of the Maintain Employee/Worker Demographics screen will appear with the SSN and Name displayed.

```
PHFNC10   PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/27/2016
PHOMDM1D PHOMDM3M              Contact Information                   01:56 PM
< 1 more                                                            1 more >

*Action: _ (A,B,C,D,M,P)
        *SSN: _____                                  1_ of 10
*Contact Type: _ _ _ _ _ _ *Relationship: _
        Name: _____  SSN: _____
     Address: _____
             _____
        City: _____  *State: __  Zip Code: _____ - _____
Primary Phone: __ - _____ Ext: ____ Other Phone: __ - _____ Ext: ____

*Contact Type: _ _ _ _ _ _ *Relationship: _
        Name: _____  SSN: _____
     Address: _____
             _____
        City: _____  *State: __  Zip Code: _____ - _____
Primary Phone: __ - _____ Ext: ____ Other Phone: __ - _____ Ext: ____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist  Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...

7.   Enter the following optional fields:
 	
    *Contact Type: Enter the code denoting whether the contact is Next of Kin, Emergency Only or Beneficiary.
    *Relationship: Enter the code denoting the contact's relationship to the employee.
    Name: Enter the name of contact person or company. Required if Contact Type is entered.
    SSN: Enter the social security number (SSN) of the contact person. Required if contact type is next of kin.
    Address: Enter the contact person's Street, City, State and Zip Code.
    Primary Phone/Other Phone: Enter the contact person's primary phone number. Required if the contact type Emergency is selected.	

8. Press F11 to access the third panel of this screen.	The third panel of the Maintain Employee/Worker Demographics screen will appear with the SSN and Name displayed.

```
PHFNC10  CI        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   04/27/2016
PHOMDM1D PHOMDM4M        Miscellaneous Information                 01:57 PM
< 2 more

*Action: _ (A,B,C,D,M,P)


          *SSN: _____


        State Hire Date: __ __ ____   Termination Date: __ __ ____
  Permanent State Serv Status: _
                From Date: __ __ ____            To Date: __ __ ____


        Probationary Status: _
                From Date: __ __ ____            To Date: __ __ ____


        Veteran's Preference: _
          Years of Education: __
          *Insurance Network: __
            PERS Entry Date: __ __ ____


Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note  Hist                    Left  Right Quit
```

Your Action ...	System Response ...
9. Enter the following optional fields: State Hire Date: This is completed by the system when an employee's hiring is approved. This field can be modified by SPB. Termination Date: This field will be blank upon original entry; the system will display termination date if one exists. This field can be modified by SPB. Permanent State Serv Status: Set to "**Y**" by the system if the employee has completed the probationary period. This field can be modified by SPB. From Date: This date will be set by the system at the time the employee has completed the probationary period. This date will come from the Probationary From Date at the time the employee goes into permanent status. This field can be modified by SPB. To Date: The date will be set by the system at the time the employee leaves a Permanent State Service PIN. This field can be modified by SPB.	

Your Action ...	System Response ...

Continue entering the following information:
 	
Probationary Status: This field will be set to a "**Y**" by the system at the time the employee goes into probationary status. This field can be modified by SPB.
From Date: This date will be set by the system at the time the employee goes into Probationary status. This field can be modified by SPB.
To Date: This field will be set by the system when an employee goes into Probationary status, usually one year. This field can be modified by SPB.
Veteran's Preference: Indicates whether or not an applicant may receive veterans' preference points. Valid values are:
  (**1**) Veteran who has been honorably discharged from the service with proof of service (DD214 or equivalent);
  (**2**) Disabled veteran with proof of disability from Veterans' Administration and DD214;
  (**3**) Not Applicable. Years of Education: The number of years of education completed by an employee or worker.
*Insurance Network: Code denoting insurance network of the state health plan the employee has elected.
PERS Entry Date: This is completed by the system when the deduction option is entered.	

10. Press ENTER.	The system will display the following message: Demograph ############# - X added successfully.

Maintain Employee Agency Information

The Employee Agency record is created by the system at the time of hire and is used to maintain status information on a specific employee. Users may modify certain fields if necessary.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.

Your Action ...	System Response ...
2. Choose **ME** (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose **EE** (Maintain Employee Agency Info) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Employee Agency Information screen will appear.

```
PHFNC10  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/27/2016
PHOMDM2D PHOMDMAM          Maintain Employee Agency Info            02:02 PM

 *Action: _ (C,D,M)

        *Agency: ____   *SSN: 999999997

     I9/E-Verify Status: _

   1  OF 5       PIN/WIN:

  *Emp Agcy/Service Status:

          Override Status: __      Override Service From Date: __ __ ____

          Agency Hire Date: __ __ ____        Agency Term Date:

          Employee Status:          From:          To:


Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist  Bkwd  Fwd                    Quit
```

Your Action ...	System Response ...
4. Choose **M**odify and enter the following information: ***Agency:** The agency code xxxx. ***SSN:** The Social Security Number of the person whose record is to be changed.	
5. Press Enter and enter the following information: **I9/E-Verify Status**: Employment Eligibility Verification Form from the US Department of Justice-Immigration and Naturalization Service submitted by newly hired employees regarding their U.S. citizenship status, whether a citizen of the U.S., in the U.S. on a passport, or an alien. **Agencies are required to obtain this form from each employee hired.**	

Your Action ...	System Response ...
Continue entering the following information: PIN/WIN: This field is completed by the system with the current PIN number. *Employee/Agency Service Status: This field is completed by the system if available. PIN Type: This field is completed by the system, and the code denotes if the position is state service or not. Override Service Status: This field is used at the agency's discretion when an employee's status changes from non-state service to state service while in the same occupation. The override gives the employee credit for the months of service in order to reduce or omit the probationary period. (This not used on a WIN.) Override Service From Date: Override start from date. Agency Hire Date: Date a person was hired into a given agency. Agency Term Dt: The date that a person was terminated from an agency. Employee Status: The status of the employee. From Date: This date will be set by the system at the time the employee has completed the probationary period. To Date: The date will be set by the system at the time the employee leaves a Permanent State Service PIN.	
6. Press ENTER.	The Employee Agency information has been modified and the following message will be displayed: Employee-Agency ############-aaaa-modified successfully.

Maintain Optional Tracking

The Maintain Optional Tracking screen is used to track and maintain state owned assets assigned to an employee.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.

Your Action ...	System Response ...
2. Choose **ME** (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose **ET** (Maintain Optional Tracking) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Optional Tracking screen will appear.

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/06/2018
PHOMOT1D PHOMOT1M              Maintain Optional Tracking              12:47 PM


 *Action: _ (A,C,D,M,N,P)



        *Agency: ____   *SSN: _____
                     Tax Id: _____
     Sequence Nr: __ of

      *Asset Code: ____

        Asset ID: _____

Acquisition Date: __ __ ____

    Return Date: __ __ ____               Other Date: __ __ ____

       Comment: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                              Quit
```

Your Action ...	System Response ...
4. Choose **A**dd and enter the following information: ***Agency**: The agency code xxxx. ***SSN**: The social security number. OR, Tax ID: The worker/contractor's Tax identification number. Sequence Nbr: Optional field to indicate the number of items being tracked. When adding the first item, the system will set this to 1.	
5. Press ENTER.	

Your Action ...	System Response ...
6. Enter the following information: *__Asset Code__: The code denoting the type of asset being tracked. __Asset ID__: The identification number of the asset, such as driver's license number, credit card number, vendor identification number, or serial number of the asset. __Acquisition Date__: MM DD YYYY Return Date: Used to indicate when the item was returned. Other Date: May be used to indicate any date the agency wishes to track (*e.g.*, card expiration date, next maintenance date). If used, the agency should notate its use in the comments field. Comment: This is an optional free text field.	
7. Press ENTER.	The item was successfully entered and the following message is displayed: Opt Track ############-aaaa-# added successfully.

Employee/Worker/Eligibility Type (MMRS ONLY)

This screen is used to maintain a benefits matrix by employee type. This table is centrally controlled and establishes the rules of what each employee type qualifies for in the areas of leave, holidays and other benefits.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **ME** (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose **EW** (Employee/Worker/Eligibility Type) from the Maintain Employee/Worker Information Menu and press ENTER.	The Employee/Worker/Eligibility Type browse will appear.

```
PHFNC10  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/27/2016
PHOMET1B PHOMET3M         Employee/Worker/Eligibility Type         02:47 PM
                                                                  1 more >
Act: (A,D,M,P)
      Wkr  Elig Seq                                Pos State Leave
Act  Type  Type Nbr        Description             Type Srvc  Accr  FICA PERS
---  ----  ---- ---  ------------------------      ---- ----- ----- ---- ----
 _    P     X    1  PERMANENT EMPLOYEE--FULL-      PF   00    Y     Y    Y
 _    P     X    2  PART-TIME 20+HOURS - PERM      PP         Y     Y    Y
 _    P     X    3  PART TIME < 20 HRS                        Y     Y    N
 _    P     X    4  TEMPORARY FULL-TIME                       Y     Y    N
 _    P     X    5  TEMPORARY PART-TIME                       Y     Y    N
 _    P     R    6  REHIRED RETIREES PIN                      Y     Y    Y
 _    W     T    7  STUDENTS-F/T,PATIENTS,PRI                 N     Y    N
 _    P     S    8  HP CADETS, SENIOR PAGES                   N     Y    N
 _    W     R    9  REHIRED RETIREES WIN                      N     Y    Y
 _    P     X   10  TEACHER - 12 MONTHS                       Y     Y    Y


Sequence Number: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add               Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
4. Choose "**A**"dd or **M**odify next to the selected code on the browse screen and press ENTER.	The Employee/Worker/Eligibility Type screen will appear.

```
PHFNC10  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/27/2016
PHOMET1D PHOMET1M         Employee/Worker/Eligibility Type         02:49 PM


  Worker Type: _    *Eligibility Type: _   Sequence Number:

  Description: _____

           Position Type: __        *State Service Type: __

Eligible For/Must Pay (Y,N):

               Leave Accrual: _                     FICA: _
                       PERS: _                  Insurance: _
        Worker's Compensation: _     Unemployment Insurance: _
               Federal Tax: _                   State Tax: _
        Deferred Compensation: _




Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                            Quit
```

Your Action ...	System Response ...

5.   Enter the following information:
 	
Worker Type: A code that identifies the type of record being processed.
*Eligibility Type: The code of the employee status such as full time, permanent, teacher, elected official, etc.
Sequence Number: The sequence number assigned to the benefit type
Description: Description of the Eligibility Type Code.
Position Type: The position type/status, "**PF**" - Permanent Full Time, "**PP**" - Permanent Part Time, or "**TL**" - Time Limited Position.
*State Service Type: Indicates if the position is state service or non-state service.
Eligible For/Must Pay (Y,N):
   Leave Accrual: A "**Y**" indicates that leave must be accrued.
   FICA: A "**Y**" indicates that a person is eligible for FICA.
   PERS: A "**Y**" indicates that this eligibility type is eligible for PERS.
   Insurance: A "**Y**" indicates that a person is eligible for insurance.
   Worker's Compensation: A "**Y**" indicates that this person is eligible for worker's compensation.
   Unemployment Insurance: A "**Y**" indicates that this person is eligible for unemployment insurance.
   Federal Tax: A "**Y**" indicates that this person is required to pay federal taxes.
   State Tax: A "**Y**" indicates that this person is required to pay state taxes.
   Deferred Compensation: A "**Y**" indicates that this person is eligible for deferred compensation.	

6. Press ENTER.	The Employee/Worker/Eligibility Type has been added/modified and is added to the browse screen and the following message will be displayed. Eligibility Type X-X-X added/modified successfully

Maintain Employee/Worker SSN

The Maintain Employee/Worker SSN screen is used to modify (correct) an individual's Social Security Number if there is no duplicate correct number found in the system.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **ME** (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose **ES** (Maintain Employee/Worker SSN) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Employee/Worker SSN screen will appear.

```
PHFNC10   PHV1       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   04/27/2016
PHOMDM3D PHOMDMEM            Maintain Employee/Worker SSN              02:50 PM


*Action: _ (B,C,D,M,N)

       *SSN: _____           NEW SSN: _____
   Last Name:                  First Name:              Suffix:
  Middle Name:                 Maiden Name:
Date of Birth:
 *Gender Code:                  *Race Code:
  *EEO Change:








Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                                      Quit
```

Your Action ...	System Response ...
4. Choose **M**odify; enter the Social Security Number to be changed and press ENTER.	The system will display all available information for the employee.
5. Enter the new Social Security Number for the employee and press ENTER.	The new Social Security Number will be displayed in the first field. **Note**: If another "New SSN" is found in the system, an error message will notify the user that an SSN merge will have to be done. (In this case, send a clear copy of the SSN card to the MMRS Call Center in order for the change to be made.)

Change SSN Report

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **ME** (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose **CS** (Change SSN Report) from the Maintain Employee/Worker Information Menu and press ENTER.	The Change SSN Report screen will appear.

```
PHFNC10  PHV1        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/27/2016
PHOMSSRP PHOMSS5M                   Change SSN Report                   02:54 PM


   Select option A,B or C by entering the required parameters, You can only
   select one option.



   A) Request report for a period   From date:    __ __ ____ (MM/DD/YYYY)
                                     To date:      __ __ ____ (MM/DD/YYYY)



   B) Request report using Current SSN* _____



   C) Request report using Previous SSN  _____


Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
4. Follow the instructions on the screen and press ENTER.	The Employee With SSN Changes Report Batch Job Submission screen will appear.
5. Press ENTER.	The system will display the following message: XXXXXXXX Has Been Submitted Successfully.

Your Action ...	System Response ...
6. There are two reports generated and they are as follows:	
SSN Changes - Current SSN Sequence	The information is displayed by Current SSN; Pervious SSN; Employee Name; Date Changed; Agency Number; PIN Number; Hire Date; and Term Date.
SSN Changes - Previous SSN Sequence	The information is displayed by Previous SSN; Current SSN; Employee Name; Date Changed; Agency Number; PIN Number; Hire Date; and Term Date.

Get PID

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **ME** (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose **GP** (Get PID) from the Maintain Employee/Worker Information Menu and press ENTER.	The Get PID screen will appear.

```
PHFNC10  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   04/28/2016
PHIGPIDD PHIGPIDM                      Get PID                    09:54 AM




     Enter SSN: _____



        PID:
        Name:







Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
4. Enter the SSN of the Employee/Worker and press ENTER.	The system will display the PID and Name of the Employee/Worker.

Get Social Security Number

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **ME** (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose **GS** (Get Social Security Number) from the Maintain Employee/Worker Information Menu and press ENTER.	The Get Social Security Number screen will appear.

```
PHFNC10  PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/28/2016
PHIGSSND PHIGSSNM             Get Social Security Number           09:56 AM



    Enter Pid: _____


        SSN:
        NAME:












Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  Quit
```

Your Action ...	System Response ...
4. Enter the PID Number of the Employee/Worker and press ENTER.	The Social Security Number and Name of the Employee/Worker will appear.