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September 14, 2004

**Payroll Letter 861**

To: HR Administrators, Payroll Officers, Personnel Officers, Fiscal Officers,  
Labor Relations Officers, and EEO Officers of All Departments,  
Institutions, Boards and Commissions

From: Dan R. Parks, State Payroll Administrator

Subject: Employee ID on Payroll Reports

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With the recent implementation of the Employee Identification Number (EIN), the Office of Payroll Administration will now begin the process of replacing employee Social Security number with EIN on reports that we distribute to agencies. The first reports you will see impacted by this change will be the Payroll Disbursement Journal and the Position Control Roster. Throughout the remainder of the calendar and fiscal year, as other reports are prepared for distribution, program modifications will be made to ensure that EIN is used in place of Social Security number. For proper identification of employees, please use the HRID Employee Information screen that displays the employee's Social Security number, date of birth, and residential address.

Should you have any questions regarding the EIN, please contact our office at (614) 466-6915.

DRP/drp