

TEMPORARY PAYROLL PROCESSING NUMBER Request Memo

This request memo requires signatures from the employee and the department requestor.

Completed form is required for all TPPN requests.

Submit TPPN requests via [Workday Support Service Desk Portal](#).

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EMPLOYEE Acknowledgement of TPPN Responsibility

The temporary payroll processing number is used only by WSU to facilitate payment and/or services such as email or library access. The number is internal to WSU and is not to be used to seek any other benefits or services outside of WSU. If you have any questions about the payroll temporary processing number, contact Payroll Services at payroll@wsu.edu.

The number is temporary and may only be used until the employee's permanent Social Security Number (SSN) is provided to Payroll Services. Employees must provide a copy of their Social Security card to Payroll Services as soon as it is received. Please provide a copy of your Social Security card via secure link, mail, fax, or in-person delivery. Failure to provide your permanent Social Security Number in a timely manner may impact your employment status and could result in penalties being assessed to your hiring department. Federal and state reporting requirements require Payroll Services to obtain and report an employee's permanent Social Security Number. Employees must provide their Social Security card as soon as it is received to ensure compliance with these requirements.

DO NOT EMAIL SOCIAL SECURITY NUMBER OR SEND SSN CARD AS ATTACHMENT

- **Secure Link:** Email payroll@wsu.edu to request a secure upload link
- **In-Person:** French Administration Building, Room 236, Pullman, WA 99164
- **Fax:** Submit a copy of the Social Security card to (509) 335-1472

By signing below, I acknowledge that I have read and understand the requirements of being issued a Temporary Payroll Processing Number (TPPN). I understand that if I have not received my permanent Social Security Number (SSN) within 30 days of applying, I am responsible for following up with the Social Security Administration regarding the status of my application. I will promptly provide my permanent card as soon as it is received.

NAME: _____ WSU ID: _____

SIGNATURE: _____ DATE: _____

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DEPARTMENT Acknowledgement of TPPN Responsibility

By signing below, I acknowledge that my department is responsible for following up with the employee and helping facilitate the timely submission of the employee's Social Security card to Payroll Services. Payroll Services will notify both the requestor and the employee if a permanent Social Security Number has not been received within 45-60 days of TPPN issuance. The department is expected to actively follow up with the employee until the Social Security card has been submitted to Payroll Services. Any penalties assessed as a result of failing to provide the permanent Social Security Number in a timely manner will be charged to the hiring department.

DEPARTMENT ADMIN/REQUESTOR NAME: _____

SIGNATURE: _____ DATE: _____