



# HRIS Job Role Training

**Social Security Look Up**

Forms: ZH11.1

# Table of Contents

Introduction .....	3
Social Security Number Look-Up (ZH11.1) .....	4

## **Introduction**

HRIS can determine at any time if a person is a current or former Employee of the State of Arizona by performing a search on the Social Security Number Lookup Form (ZH11.1).

This form makes a determination by comparing the social security number (SSN) keyed in on this form against all SSNs in the database. If a match is found, then the person is a current or former Employee and must be treated differently during the hiring process.

When using this form during the hiring process, if the SSN is not found, then the person needs to be hired following the Hire Process. If the SSN is found, the person needs to be hired following the Rehire Process or the Inter/Intra Agency Transfer Process.

This form can be used at any time to check a social security number against the database.

If an SSN number is found, the following information will be displayed:

- First and Last Name
- Employee's EIN
- Last Process Level
- Last Employee Status

# Social Security Number Look-Up (ZH11.1)

HRIS State of Arizona

Social Security Number Look-up (ZH11.1)

Welcome Frank [logout]

zh11

Home

Inquire | Inquire

Company 1 STATE OF ARIZONA

Social Nbr 526999999

Name

Employee #

Process Level

Emp Status

Done Local intranet

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type ZH11 and press the enter key on the keyboard.	The Social Security Number Form (ZH11.1) will open. <b>Company</b> and <b>Social Nbr</b> Fields will be Blank.	You will always use the Search Box to move from Form to Form.
2	<b>Company</b> Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	<b>Social Security Number</b> Field	R	Type the social security number with or without – (dashes).		Format: 999999999 or 999-99-9999
4	<b>Inquire</b> Button	R	Click Inquire to find information.	System will give information or message in lower left corner.	<ul style="list-style-type: none"> <li>• Example #1 - If social security number is not found message in lower left corner will be; <i>Social Security Number does not exist. (Page 6)</i></li> <li>• Example #2 - If social security number is found you will see; <i>the Employee's Name, EIN, Process Level and Status. (Page 6)</i></li> <li>• Example #3 - If social security number is not in the right format message in lower left corner will be; <i>Social Nbr differs from country US format. (Page 7)</i></li> </ul>

 **Notes**

- If the Social Security Number Lookup form is being used for verification, then the process is complete and you can continue with your work in HRIS.
- If completing this form as part of the New Hire or Rehire Process, continue with the next step as described for either the New Hire Process or the Rehire Process.

5	White Search Box (See White Search Box - Step #1)	R	Type XP31.1 for the New Hire Process  Type XP52.1 for the Rehire Process.	HRIS Form Appears	Continue with the New Hire or Rehire Process as outlined in those training manuals.
---	--	---	---	-------------------	---

**Example 1** - If you receive this message continue with New Hire Process



**Example 2** - If you see this information, the applicant is already in HRIS. If they have a terminated status you need to complete the Rehire Process, which may also require an Interagency Transfer to be completed.

A screenshot of the HRIS State of Arizona web application. The page title is "Social Security Number Look-up (ZH11.1)". The header includes the HRIS logo and a navigation menu with "Home", "Inquire", and "Inquire" (with a dropdown arrow). The main content area shows search criteria: "Company" is "STATE OF ARIZONA" and "Social Nbr" is "123-45-6789". Below this, a red-bordered box highlights the following employee information:

Name	SMITH. JAMES A.	
Employee #	12345	
Process Level	DT720	DT-HWYS MAINTENANCE
Emp Status	T2	TERMINATION FINAL

At the bottom left, a red-bordered box highlights a status message: "Inquiry Complete".

**Example 3** - If you receive this message the Social Security Number is in the wrong format or is an invalid Social Security Number. Double check to ensure the number was keyed right if it was then contact the Applicant to get the valid Social Security Number.

The screenshot shows the HRIS State of Arizona interface for a Social Security Number Look-up (ZH11.1). The page includes a navigation menu with a 'Home' link, a search bar with a question mark icon and the text 'Inquire', and a dropdown menu also labeled 'Inquire'. The main content area displays the following information:

- Company:  STATE OF ARIZONA
- Social Nbr:
- Name
- Employee #
- Process Level
- Emp Status

A red box highlights an error message at the bottom left of the page: "Social Nbr differs from country US format".