

# **System Guide: Change My Government IDs**

**Audience: employee (self-service), student worker, HR Employee Services, HR Student Worker Services**

## **Introduction**

The Change My Government ID business process allows employees and student workers to enter a Social Security number (SSN) or change the SSN Carnegie Mellon has on file for you. While Workday functionality allows for the capture of other government ID types, CMU only uses this Workday process to capture SSNs.

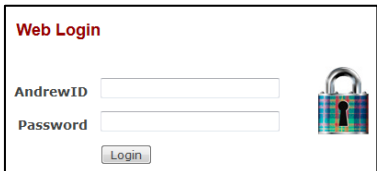
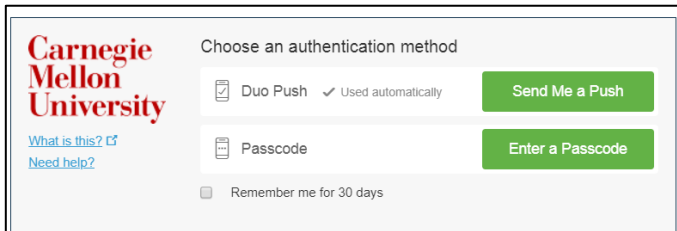
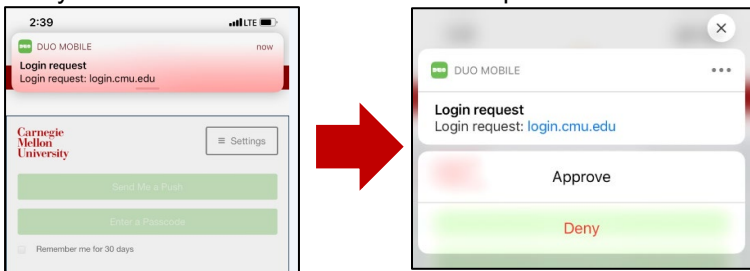
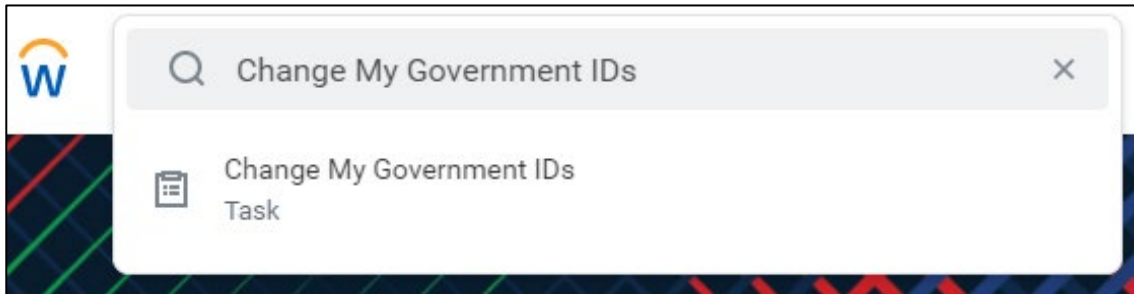
## **Supporting Documentation**

To change the social security number (SSN) Carnegie Mellon has on record for you, you must attach a scan of your social security card using “Personal Information” as the attachment category.

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## Change My Government IDs

Step	Details
1	<p><b>Log in to Workday:</b></p> <ol style="list-style-type: none"><li>Select the <b>Workday Login</b> icon found on the HR Service website at <a href="https://www.cmu.edu/hr/service-center/hr-systems.html">https://www.cmu.edu/hr/service-center/hr-systems.html</a>.</li><li>The Web Login page displays. Enter your Andrew ID and password and select <b>Login</b>.</li></ol>   <ol style="list-style-type: none"><li>Complete DUO authentication – choose an option:<ol style="list-style-type: none"><li>DUO Push (smart phone or tablet): click <b>Send Me a Push</b></li><li>Passcode (one-time code via DUO mobile app or DUO hardware token): click <b>Enter a Passcode</b></li></ol></li><li>Use your device or hardware token to complete the authentication:</li></ol> 
2	<p>The <b>Workday</b> homepage displays. In the search bar, enter “Change My Government IDs,” and then select the Change My Government IDs task.</p> 

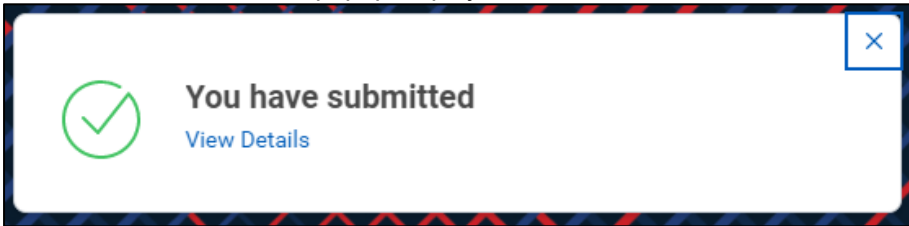
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3	<p>The <b>Change My Government IDs</b> page displays.</p> <p><b>Note:</b> All identification information should be entered in the National IDs section below. Do not use the Government IDs section.</p> <ol style="list-style-type: none"><li>In the <b>Country</b> field, enter or select the United States of America. If the default country is correct, no action is necessary.</li><li>In the <b>National ID Type</b> field, click on the Menu icon and select Social Security Number (SSN).</li><li>In the <b>Add/Edit ID</b> field, enter your Social Security number.</li><li>Enter the date of issue in the <b>Issued Date</b> field. (Optional.)</li><li>Do not update the <b>Expiration Date</b> field.</li><li>Select the <b>Set Verification to Current User</b> button.</li><li>The <b>Verification Date</b> field pre-populates with today's date and cannot be changed.</li><li>The <b>Verified By</b> field pre-populates with your name and cannot be changed.</li></ol> <div><div><div><div>Change My Government IDs</div><div>Frick, Henry Clay (hcfriick)</div><div></div></div><div><div><div><div>1. Please enter your unique identification number in the appropriate field in the National IDs section below.</div><div>• United States - Social Security Number (SSN) or U.S. Individual Taxpayer Identification Number (ITIN)</div><div>• Qatar - ID Card Number</div><div>• Australia - Tax File Number (TFN)</div><div>• Rwanda - Social Security Number or National ID Number</div></div><div><div>2. Do not enter information in the Government IDs section.</div><div>3. Issued Date and Expiration Date are not required fields.</div><div>4. If you are in the United States and you do not yet have an SSN, please submit this task without your SSN and contact HR Student Worker Services or HR Employee Services with the information as soon as possible.</div><div>5. For guidance on entering your identification number, refer to the "Change My Govt IDs" section of the Employee Self-Service (Workday) System Guide.</div></div></div></div><div><div><div>National IDs</div><div>1 item</div><div></div><div></div></div><table><tr><th></th><th>*Country</th><th>*National ID Type</th><th>Current ID</th><th>Add/Edit ID</th><th>Issued Date</th><th>Expiration Date</th><th>Issued By</th><th>Series</th><th>Set Verification To Current User</th><th>Verification Date</th><th>Verified By</th></tr><tr><td></td><td><div><div>×</div>United States of America</div></td><td><div><div>×</div>Social Security Number (SSN)</div></td><td>XXX-XX-XXXX</td><td>- -</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td><td>02/08/2021</td><td>Frick, Henry Clay</td></tr></table></div><div><div><div>Government IDs</div><div>0 items</div><div></div><div></div></div><table><tr><th></th><th>*Country</th><th>*Government ID Type</th><th>Identification #</th><th>Issued Date</th><th>Expiration Date</th><th>Verification Date</th><th>Verified By</th></tr><tr><td colspan="8">No Data</td></tr></table></div></div></div>		*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Set Verification To Current User	Verification Date	Verified By		<div><div>×</div>United States of America</div>	<div><div>×</div>Social Security Number (SSN)</div>	XXX-XX-XXXX	- -					<input type="checkbox"/>	02/08/2021	Frick, Henry Clay		*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By	No Data							
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4	<p><b>Attachments:</b></p> <ol style="list-style-type: none"><li>1. Click on Select file and upload an image of your Social Security card from your computer.</li><li>2. In the <b>Category</b> field, click on the <b>Menu</b> icon and select "Personal Information" as the document category.</li><li>3. Click <b>Submit</b> to submit the transaction.</li></ol> <div><p><b>Attachments</b></p><p>upload.PNG ✓ Successfully Uploaded!</p><p>Description <input type="text"/></p><p>Category * <input type="text" value="Personal Information"/></p><p><b>Submit</b> <b>Save for Later</b> <b>Cancel</b></p></div> <div><p><b>Note:</b></p><ul style="list-style-type: none"><li>• If you are updating your Social Security number, you must attach a scan of your Social Security card to the Change My Government ID transaction.</li><li>• When attaching a document to this business process, always use "Personal Information" as the document category.</li></ul></div>
5	<p>The "You have submitted" popup displays.</p> <div>A screenshot of a "You have submitted" confirmation popup. It features a green checkmark icon on the left, the text "You have submitted" in bold, and a "View Details" link below it. The popup has a blue border and a close button (X) in the top right corner.</div>
6	<p><b>Approvals:</b></p> <p>Changes to Government IDs initiated by the employee/student worker require approval prior to implementation.</p> <ul style="list-style-type: none"><li>• Faculty and staff changes route to HR Employee Services.</li><li>• Student worker changes route to HR Student Worker Services.</li></ul>