



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

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State Attorney
Diamond R. Litty
Public Defender
Kathleen A. Smith
Public Defender
Brian Haas
State Attorney

MEMORANDUM #07-17HR

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources



THROUGH: Rip Colvin, Executive Director

SUBJECT: New Hire Packets and Social Security Cards

DATE: February 1, 2017

With many offices experiencing new staff, we thought it would be helpful to issue a reminder regarding required documents for newly hired employees. We also have received additional guidance from the Department of Management Services concerning social security numbers and cards.

New Hire Packets: The following documents are the only documents that JAC needs to process a New Hire Packet:

- Employment Authorization or OPS Personnel Action Request
- Position description (if the position has to be reclassified)
- Florida Retirement System Certification Form
- [W-4 form](#) 
- Social Security Card from the [Social Security Administration](#)
- [I-9 form](#)  with the necessary documents for verification

- [Health Insurance Marketplace Notice](#)¹

There is no need to send with your packets the Oath of Loyalty, Prior Employment Form, Privacy Questionnaire or documents pertaining only to your agency and its policies and procedures.

Social Security Numbers and Cards: From time to time, JAC staff is asked to process a New Hire Packet without a Social Security Card. We understand the frustration of having to delay a prospective employee's hire due to the lack of a card. Accordingly, we contacted staff at the Department of Management Services and requested additional guidance.

We were advised that although it is not preferred, there are situations in which the employee is unable to secure the card prior to hire but should be properly compensated for work performed. However, a copy of a receipt from the Social Security Administration is no longer sufficient proof of the number because the SSA stopped including the number on the receipts in 2014.

In cases where the employee does not have the card, JAC is able to enter the employee into the People First system IF the employee can provide legible documents that satisfy the requirements for the I-9 to be completed. In short, these documents are sufficient to *hire* the employee. Here is the link to the U.S. Citizenship and Immigration Services I-9 Central site that gives guidance on acceptable documents: <https://www.uscis.gov/i-9-central/acceptable-documents/receipts>.

In order to *pay* the employee, however, it is necessary to have proof of the employee's Social Security Number. This can be accomplished by running the employee's I-9 data through the E-Verify system. When running a person through the E-verify system, it is required that we have a **clear** photograph of the employee from either a passport or driver license.

Thank you.

¹ This form expires 1-31-2017 but no replacement has yet been issued.