MANAGEMENT AND BUDGET

Memo

Date: November 4, 2026

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services
Jeffrey Schmidtman, Manager, Agency Services

RE: Confirmation of Social Security Administration (SSA) Information

Report FIHU9448, *Employees with Social Security Data Discrepancies* (Standard Report Viewer/InfoPac ID HU9448), has been updated with SEMA4 information verified with the Social Security Administration (SSA). The report dated **11/3/2026** is now available. This report is generated quarterly to allow agencies to follow up on discrepancies throughout the year.

> **Note:** If a message displays indicating the entry could not be found, the list is empty, or no pages available, then there are **no** employees with errors in the department(s) for which a user has security clearance.

What does this report show?

This report lists employees who have discrepancies in their SEMA4 Human Resources (HR) information when compared to information on file with the SSA. The discrepancies include one or more of the following types of inconsistencies:

- The employee's name does not match the Social Security number (SSN) in the SSA's records.
    - The issue may be either the name or the SSN.
- Employee's birth date does not match the SSA's records.

> **Note:** To safeguard the privacy of employee data, the first five characters of the SSN displayed on the report are masked with an "X" unless the reason code indicates the name or SSN do not match.

SSA emphasizes the following regarding the report: Employee's name appearing on the report **does not**:

- Imply the agency or the employee intentionally provided incorrect information about the employee's name or SSN.
- Make any statement about the employee's immigration status.
- Provide a basis, in and of itself, to take any adverse action against the employee such as laying off, suspending, firing, or discriminating against the employee.

What must agencies do?

Agencies must review the report and follow up with employees to resolve all discrepancies, regardless of employee status.

- Errors may be in the SEMA4 data (the result of incorrect information provided to the HR office or of keying errors made when entering the information). In this case, the agency must take appropriate action to correct all errors in SEMA4 (employees ***do not*** have the ability to enter these changes through the "About Me" tile in Self Service).
- Errors may be in the SSA data (for example, the employee has not notified the SSA of a name change). In this case, employees should contact the SSA to correct their information and agency staff should make sure to update the record in SEMA4 to match what is on the employee's Social Security card or record, whenever possible. **Discrepancies must be corrected to ensure correct reporting of employee earnings to the SSA and correct employee W-2s at year end.** The consequences of not correcting the errors are:
    - The IRS may levy a $50 fine against the employer for each name/SSN mismatch error. Any fine(s) imposed will be passed to state agencies for payment.
    - Employees' earnings may not be posted correctly to their SSA records. This may negatively impact their future eligibility and payment of Social Security's retirement, disability, and survivor benefits.

Reminders about employee names

- Employees must always report name changes to the SSA. Call 1-800-772-1213 to obtain a form, access the SSA website or visit their local Social Security office. There is no charge to change a name on a Social Security card, or to request a duplicate card if the employee's card has been lost or stolen. **If an employee's name has changed, SEMA4 must reflect the name recorded with the Social Security Administration until the employee presents a Social Security card that displays the new name.**
- The name and Social Security number in SEMA4 must match the Social Security card exactly.

Questions?

- Minnesota Management & Budget Operating Policy and Procedure PAY0048, Confirmation and Correction of Social Security Information, is available in SEMA4 Help. Agency Payroll and HR staff should review this policy and procedure.
- Questions regarding the changes to HR data should be directed to your SEMA4 HR Specialist:
    - Tia Chester by email.
    - Nancy Thao by email.
- Questions regarding the Standard Report Viewer/InfoPac report should be directed to Courtney Salmon in Statewide Payroll Services at 651-259-3774 or email.

Have a Payroll Question About Something Else?

Agency Payroll, Human Resources, and Accounting Staff may email their questions to Statewide Payroll Services. Use the Agency Payroll Contacts list to find your payroll subject and where to email.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF