

9.2 Searching for a Social Security Number

Purpose: Use this document as a reference searching for a specific social security number in ctcLink.

Audience: Human Resource and Payroll Specialists.

! You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZD HR Employee Maintenance VW
- ZD HR Central Config VW
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Search for a SSN

Navigation: NavBar > Navigator > Workforce Administration > Personal Information > Biographical > Search by National ID

1. The **Search by National ID** search page displays.
2. Select the **National ID** field and enter all or a portion of the SSN.
3. Select the **Go** button located to the right of the **Search In** field.

Search by National ID

National ID

*Search in: Employees / Contingents / POI

Lookup by National ID

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National ID	Empl ID	Name	Country	National ID Type

4. The **Search by National ID** page displays.
5. The **Lookup by National ID table** displays a list of employees whose national ID begins the desired search criteria.
6. The **Search in** list enables further narrowing of the search by selecting employees or dependents and beneficiaries. Select the appropriate group from the **Search in List** drop-down menu.
7. Search the list for appropriate employee by using the page forward and page back arrows.

Search by National ID

National ID

*Search in Employees / Contingents / POI

Lookup by National ID

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National ID	Empl ID	Name	Country	National ID Type
199-00-0000	101000000	Ni	United States	Social Security Number
200	101	Su	United States	Social Security Number
200	101	Ni	United States	Social Security Number
200	101	Ph	United States	Social Security Number
200	101	Ju	United States	Social Security Number
200	101	Mi	United States	Social Security Number
200	101	Ni	United States	Social Security Number
200	101	Tc	United States	Social Security Number
200	101	Tc	United States	Social Security Number
200	101	Ni	United States	Social Security Number

8. The process to search for a social security number is now complete.
9. End of procedure.