Enhanced security: Use of masked Social Security numbers (SSN) starts in July

This information is important for:
- Anyone who handles retirement reporting, contributions, or correspondence

Situation overview
To enhance security of sensitive information transmitted from OPERS to employers, OPERS will begin masking the first five digits of all Social Security numbers (SSNs) found on printed documents generated at OPERS, effective July 2009.

Masking SSNs on documents is not new at OPERS, but will be new for printed documents frequently used by employers. Please be aware that masked SSNs will appear on paper contribution reports and the monthly Account Summary—two documents frequently used by employers.

Because masking SSNs provides you and your employees with enhanced security, this change will ultimately affect all printed documentation from OPERS. However, you’ll notice the enhanced security does not jeopardize the integrity of the documents.

You’ll continue to see:
- Paper contribution reports pre-populated with all current information, but
- Names will be shown with only the last four digits of the employee’s SSN.

Of special note:
- All newly hired employees must be reported to OPERS with their full SSN, and
- Because electronic correspondence is secure, ECS reports will not be changed—ECS employers will continue to report and see full SSNs within the ECS application.

Changes you’ll see
After July 1, 2009, any recipient of printed documentation from OPERS, including correspondence, will see:
- Only the last four digits of any SSN, and
- The individual’s name (as it appears on OPERS records).

This will change the look of more than 40 frequently used paper documents and forms—enhancing security for all. A list of affected documents most-often used by employers can be found on the back of this document.

Questions or comments?
Contact Employer Outreach at 1-888-400-0965.

- Action requested
Although no negative impact on productive workflow is anticipated, employers are encouraged to:
- Make sure employees who handle retirement information are informed of the change.
SSN Job Aid:
Here are six documents used most frequently by employers. As you can see, the documents remain the same, but the SSNs are masked.