



Chapter 5

Tax Credits SSN Collection

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SSN Collection

Applicant SSN must be captured for a successful notification of hire to ADP. SSN can be provided in the screening request, collected by ADP during the screening or collected in the hire notification. By default, SSN is a mandatory field within the applicant screening process. If SSN can be consistently captured by the ATS before the hire notification and sent in the hire notification with the Screening GUID, then ADP can configure the screening to not include candidate SSN and instead collect SSN as part of the hire notification. If SSN is not in the screening request or collected during the screening, it must be provided in the hire notification for the hire to succeed. If SSN is not in the screening request, not collected during the screening, and not provided in the hire notification, the hire notification will fail and will result in potential missed tax credit opportunity.



Info

The business decision of where to collect SSN may be influenced by the screening placement and other design decisions. Please review the intended method for capturing SSN with the ADP Tax Credits Team.

Examples of Possible configuration for collecting SSN include:

Initiate Tax Credit Screening Request	ADP Screening	Hire Notification
SSN not sent	SSN not asked by ADP during Screening	SSN REQUIRED
SSN not sent	SSN collected by ADP from candidate as a Required field.	SSN not required, could hire by Screening GUID instead of SSN
SSN sent if available	SSN collected by ADP from candidate as a Required field – pre-populated if sent in initiate	SSN not required, could hire by Screening GUID instead SSN

Note: If the hire portion of the integration is not built, for example if a company already regularly submits to ADP Tax Credits a flat file containing new hire data, then SSN must be asked during the ADP screening. SSN will also be required in the ADP screening if any population will be screening for WOTC outside of the built integration such as using the static/standalone link.