



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## PAYROLL MEMORANDUM 2016.24

### *Changing Lives, Creating Futures*

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**TO:** All Employees of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

**FROM:** Sharon Dunham  
LCTCS Payroll, Senior Payroll Manager

**DATE:** October 18, 2016

**RE:** Social Security Number Verification

On October 7, 2016, the LCTCS Payroll submitted a file to the Social Security Administration (SSA) for all LCTCS paid employees to verify names and social security numbers. LCTC Payroll will notify and provide each institution of their mismatches of data. This report identifies the differences between Banner payroll system and SSA records at the time the file was submitted to SSA, listing social security numbers and/or names that do not match the Social Security data file.

Please verify the social security card on file for your employee, with the data entry in Banner. Employees may need to make arrangements to update their personal data and provide Human Resources with an updated social security card in preparation of filing of W-2s.