

State of Louisiana
Office of State Uniform Payroll

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To: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

From: Andrea P. Hubbard
Director

Subject: Social Security Administration's Business Services Online Registration

The Social Security Verification process is changing. Previously, OSUP notified agencies by quarterly memoranda to run the ZP49 Social Security Verification Report to review and correct mismatches of data. Now, agencies must run this report monthly to check for mismatches. Follow the updated [Social Security Verification Report](#) procedure that is available on the [OSUP Webpage](#). Quarterly memoranda will no longer be issued for this process.

Agencies may register for the SSA's BSO to instantly verify batches of up to 10 employee names and Social Security numbers simultaneously using the SSA Business Services Online portal. For registration instructions, refer to the OSUP Procedure: [Social Security Administration's BSO Registration](#).

Direct questions regarding employee record corrections in LaGov HCM to the [LaGov HCM Help Desk](#). Direct all other questions to a member of the [OSUP Benefits and Financial Administration Unit](#). Contact information is available on the [staff directory page](#).

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