

Obtaining a Social Security Number

- During your I-9 Appointment, the Employment Center staff will ask if you need to apply for a Social Security Number.
 - The Employment Center will send a request to PISA/ISS requesting the appropriate forms be generated for you.
- PISA/ISS will notify you when the form is available for pickup.
 - PLEASE NOTE: This may take up to two weeks from the time the request is submitted by the Employment Center.
 - PISA/ISS will provide you with instructions on how to apply for your SSN.
- Setup an SSA Appointment by calling the local SSA Field Office to setup an appointment at 1-888-884-0522. You may also call 1-800-722-1213 if you require a translator.
- Please update your SSN in the Employee Portal by using the link emailed to you from Purdue HR. This is not the same as the New Hire Wizard link or Welcome email.
- If you have questions, email engemployment@purdue.edu.
- Your SSN must be entered into SuccessFactors within 30 days of your start date or your appointment may be terminated.