

Department of Finance and Administration

Mississippi Management and Reporting System

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TO: Agency Finance Directors
Agency Personnel Officers
Agency Payroll Officers

FROM: Cille Litchfield, Chief Systems Information Officer

DATE: January 5, 2009

SUBJECT: Reminder: Treatment of Social Security Numbers (SSNs)

The Department of Finance and Administration (DFA) will be providing W-2 information in January 2009 as required by law. Call Center assistance for employees and agencies that assist their employees in accessing their W-2s via the Access Channel for Employees (ACE) will again be provided by MMRS staff.

To protect SSN or TIN information from inadvertently being disclosed, agencies are advised NOT to include SSNs or TINs in the body of an email or as an email attachment when requesting Call Center assistance. Currently, DFA emails are not encrypted, posing possible SSN/TIN security vulnerability. Agency staff will need to call the MMRS Call Center at (601) 359-1343 when assistance is needed that will require either SSNs or TINs to be disclosed.

If you have questions, please contact the MMRS Call Center at (601) 359-1343 or via email at mash@dfa.state.ms.us.