

## 1.4 Social Security Details

The social security details menu is used to record a persons National Insurance number. This will be recorded as part of the New person screen chain and can be obtained from the New Appointment Request Form CHRIS/10, section C – personal details, question 16 or question 5 of the Certificate of Acceptance CHRIS/20.

Where an employee has applied for a National Insurance number the details will need to be completed when they are issued with their number.

### 1.4.1 Amending Social Security Details

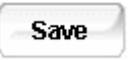
1. Use the search facility to locate the person whose contact details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.
2. Click on the Social Security menu in the Action Pane.



3. Select  Social security details to amend existing number



<b>Social security details:</b> Miss Libby Bush		Name: Miss Libby Bush	
		Social security number: NH904568A	
		Pers ref: 30000018	
Legislation	UK Legislation		
Social security no.	NH904568A		
<input type="button" value="Save"/>		<input type="button" value="Delete"/>	

4. Amend the national insurance number.
5. Click the  button

### 1.4.2 Adding Social Security details

1. Use the search facility to locate the person whose contact details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.
2. Click on the Social Security menu in the Action Pane.



3. Click on New - Social Security details
4. Click the drop down list arrow and select UK legislation

A screenshot of a form titled 'Social security details: New'. The form includes the following fields and elements:
 

- Name: Mr Charlie Brown
- Pers ref: 30000031
- Legislation: UK Legislation (selected in a dropdown menu)
- Social security no. (text input field)
- Save button

5. Input the national insurance number
6. Click the Save button
7. There is validation of the number, if entered incorrectly the following messages may appear

The Social Security number is incorrect. The prefix letters you have input do not appear in the list of 'Valid National Insurance Number Prefixes' supplied by the HMRC.

or

The Social Security number is incorrect. The correct format is AANNNNNNA.

If one of these messages appear, check the format of the number, amend and save again