Using the SSN Masking Process

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 7.0

Office of Information and Instructional Technology

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Using SSN Masking Process for Transcripts

Purpose of SSN Masking

The Georgia Enhancements SSN Masking process for transcripts (ZHRSMSK) generates a transcript comment on an academic transcript with the last four digits of a student’s social security number from the General Person Form (SPAPERS). The transcript comment will have a masked SSN identifier in the format of SSN = XXX-XX-####, where #### represents the last four digits of the social security number.

The transcript comment will have an Originator Code of ‘ID’ and will be placed in the Transcript by Level option on the Transcript Events and Comments Form (SHATCMT). The process will not replace other Transcript Comments that are not associated with the SSN Making Process due to the specific originator ‘ID’ code used by this process.

All level-specific comments are associated with a specific student level and are printed at the top of the transcript. All event and comment information is identified with a specific originator and is for informational purposes only. The SHATCMT form will display all transcript events and comments regardless of who the originator was. The student must have been added to the system via the General Person Identification Form (SPAIDEN).

Target Audience

Target audience includes the following:

- Records Office

References

For information about the baseline procedure, forms and processes, see the following chapters:

- *SCT Banner Student User Guide, Chapter 14, Academic History*
- *SCT Banner General User Guide, Chapter 4, Processing*

Support

For additional OIIT resources and support, contact the OIIT HELPDESK:

<table>
<thead>
<tr>
<th>Web</th>
<th><a href="http://www.usg.edu/customer_services">http://www.usg.edu/customer_services</a> (self-service ticket submission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td><a href="mailto:helpdesk@usg.edu">helpdesk@usg.edu</a></td>
</tr>
</tbody>
</table>

For urgent or production down situations, call the OIIT HELPDESK:

<table>
<thead>
<tr>
<th>Local</th>
<th>706-583-2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll free within Georgia</td>
<td>1-888-875-3697</td>
</tr>
</tbody>
</table>
SSN Masking Process for Transcripts – Menu and Forms Reference

Overview

Use the following Banner baseline forms to establish and maintain SSN Masking:

<table>
<thead>
<tr>
<th>Descriptive Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator Code Validation Form</td>
<td>STVORIG</td>
</tr>
<tr>
<td>Identification Form</td>
<td>SPAIDEN</td>
</tr>
<tr>
<td>General Student Form</td>
<td>SGASTDN</td>
</tr>
<tr>
<td>General Person Form</td>
<td>SPAPERS</td>
</tr>
<tr>
<td>Transcript Events and Comment Form</td>
<td>SHATCMT</td>
</tr>
<tr>
<td>Transcript Type Rules Form</td>
<td>SHATPRT</td>
</tr>
<tr>
<td>Transcript Request Form</td>
<td>SHARQTC</td>
</tr>
<tr>
<td>Process Submission Control Form</td>
<td>GJAPCTL</td>
</tr>
</tbody>
</table>

Use the following Georgia Enhancement processes to load and update student records for the SSN Masking process for transcripts:

<table>
<thead>
<tr>
<th>Descriptive Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>USG Academic Transcript Process</td>
<td>ZHRTRTC</td>
</tr>
<tr>
<td>SSN Masking Process</td>
<td>ZHRSMSK</td>
</tr>
</tbody>
</table>

Warning

PLEASE NOTE that this process will not produce an error message in the .LIS or .LOG files for students that do not have an SGASTDN record.

Please ensure that your Population Selection for this process includes students that have a student record in the SGBSTDN (SGASTDN) table.
Using the SSN Masking Process

Preliminary Requirements

The following forms must be populated before using the SSN Masking process:

<table>
<thead>
<tr>
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<td>SHATPRT</td>
</tr>
<tr>
<td>Transcript Type Rules Form</td>
<td>SHARQTC</td>
</tr>
</tbody>
</table>

Establish the Originator Code

1. Create Originator Code (STVORIG)

You must establish an Originator Code of ‘ID’ in the Originator Code Validation Form (STVORIG).
Establish the General Student and General Record

2. Establish General Student Record (SGASTDN) and General Person Record (SPAPERS)

Make sure there is a Student Record and a General Student Record for each student in your database that will have a masked SSN comment for an academic transcript.

- Create a student record using the Identification Form (SPAIDEN)
- Create a general student record using the General Student Form (SGASTDN)
- Ensure that your student has SSN/SIN/TFN data on the General Person Form (SPAPERS)

Establish the Transcript Type Rules

3. Create Transcript Type Rules (ZHATPRT)

Ensure that the Level Comment rule is checked on the Transcript Type Rules Form (ZHATPRT).

This is an option to print level comments as defined on the Transcript Events and Comments Form (SHATCMT) in the Transcript Comments by Term Window. Comment(s) will print with each associated term on the transcript. The default value is checked or Y when creating a transcript type rule.

The term comments are displayed on the Web transcript.
Establish a Population Selection

4. Establish a Population Selection

Establish a population selection for the selection of students that will have a masked SSN comment on their academic transcript.

This population selection should include all students where an electronic transcript will be printed using the USG Academic Transcript process (ZHRTRTC).

For more information about creating a population selection, see SCT Banner General User Guide, Chapter 4, Processing.

Establish the Transcript Request

5. Request Academic Transcript Request (SHARQTC)

A transcript request must be requested for the masked SSN comment to appear on the academic transcript.

The purpose of the Transcript Request Form is to permit the user to request that the system produce official transcripts. Transcripts may be produced immediately or on a delayed basis using sleep/wake processing. This form is used to request a printed academic transcript or an electronic transcript. Mailing or routing information is captured as well as optional billing information.
Execute the SSN Masking Process for Transcripts

6. Execute the SSN Masking Process (ZHRSMSK)

The SSN Masking process for transcripts (ZHRSMSK) generates a transcript comment on an academic transcript with the last four digits of a student’s social security number as an identifier in the format of SSN = XXX-XX-####, where #### represents the last four digits of the social security number. This process is for institutions that completed their ID conversion. The masked SSN comment can be used as an identifier for other institutions to use as a reference.

Each additional time the SSN Making Process (ZHRSMSK) is executed, it will verify a previous originator ‘ID’ code comment placed in the SHRTMCM table and replace or update the originator ‘ID’ code comment in the Transcript Events and Comments Form (SHATCMT). This will not replace other Transcript comments that are not associated with the SSN Making Process due to the specific originator ‘ID’ code used by this process.