



**Cabinet Secretary Wayne Propst**

Deputy Cabinet Secretary Renee Ward

Acting State Controller Mark Melhoff

**Governor Michelle Lujan Grisham**

**MEMORANDUM**

**Date:** April 7, 2025

**To:** Cabinet Secretaries, Agency Heads, Human Resource Managers and Chief Financial Officers

**From:** Audrey Beck

Audrey Beck, Central Payroll Bureau Chief

**Subject:** PERA Form Submission

It has recently been brought to the attention of CPB that some PERA forms are being submitted to PERA with masked or incomplete social security numbers. In certain situations, agencies are using the newly implemented masking of personal data in SHARE as justification for these incomplete forms. As a reminder to all agencies, there are several methods to retrieve a full Social Security number without reliance on HCM data. This includes:

1. Retrieve the information from the employee's personnel file.
2. Have the employee complete the top portion of the form requiring personal information whenever they have a required change.
3. Contact the employee via phone for their Social Security number.
4. Contact the payroll administrator for your facility by email for the redacted SSN information.

The submission of correct and timely forms to PERA is vital to the efficient functioning of state government and our retirement system. Late or incorrect forms are subject to fines.

Thank you all for your attention to this matter.