



**New York State Division of Military and Naval Affairs
Office of Budget and Finance**

State Financial System Information

SFS Bulletin Number: SFS04

Date Issued: April 12, 2012

Bulletin Issued by: Tom Halabuda

Subject: SFS Alternate Employee Identifier

1. The Office of the State Comptroller has established an Alternate Employee Identifier to replace the employee's Social Security number on financial documents.
2. The new Alternate Employee number will be used in the new Statewide Financial System (SFS). The SFS accounting system will use the Alternate Employee number for travel documents and employee access to the SFS program modules.
3. The Alternate Employee number will begin with the letter 'N' followed by eight numeric values. The number can be found on your payroll check stub located in the middle of the remitting information.
4. If you have any questions regarding the new Alternate Employee Identifier number, please feel free to contact Mr. Thomas Halabuda at 518-786-4538 or 489-4538DSN.