

[S.T.E.P.] HR Tips: Employment and Salary Verification Requests

Did you know that effective March 1, 2009, *The Work Number*, an automated service, now handles employment and salary verifications for the University of Georgia? Lenders, retail establishments, apartment complexes and others can now obtain instant verification with 24/7 access. Employees will have a convenient way to give their permission for their employment and income information to be accessed.

Supervisors:

- Direct all telephone requests to *The Work Number* at www.theworknumber.com or 800-367-5690, giving the caller UGA's employer code: 13265. **NOTE:** employee's Social Security Number should only be provided by the employee.
- Return faxed requests to the requester using the following "fax-back" sheet as a cover page: http://www.hr.uga.edu/recruitment/UGA_verifier_fax_back_%20letter.pdf.

Employees:

- To give permission for the release of employment and salary information, please follow the instructions to employees found at http://www.hr.uga.edu/recruitment/employment_ver.html.

To learn more about this new cost- and time-saving process, visit the UGA HR web page relating to employment verification: http://www.hr.uga.edu/recruitment/employment_ver.html.

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