

Policy on Employment and Wage Verification

I. POLICY STATEMENT

In order to maintain and ensure the employment and wage verification process is secure and efficient, Auburn University contracts with a third party vendor to provide verification solutions.

II. POLICY PRINCIPLES

Employment and/or wage verification of a current or past Auburn University employee can be accessed utilizing the University designated automated external verification service. Information provided by this service includes employment verification, employment verification with wage information, and/or a verification letter. In addition, current and past employees can receive a pre-populated and signed Public Service Loan Forgiveness form.

Third parties requesting verification information may incur a cost from the vendor. However, current and past employees may access employment and wage information free of charge.

Information on employment and/or wage verifications can be accessed on the Human Resources webpage under the Records Management quick link.

III. EFFECTIVE DATE

September 2018

IV. APPLICABILITY

Current and past Auburn University employees.

V. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Executive: Associate Vice President, Human Resources

Responsible Officer: Executive Director, Payroll, Benefits and Records

VI. DEFINITIONS

VII. POLICY PROCEDURES

http://www.auburn.edu/administration/human_resources/i2verify.html

VIII. EXCLUSIONS

IX. INTERPRETATION

Associate Vice President, Human Resources

X. HISTORY

June 2016, Auburn University implemented the usage of a third-party vendor.