

Verification of Employment User Guide



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User Guide Overview:

Purpose	This guide is broken into two sections. In the first section the Verification of Employment Reports are described. In the second section the process of creating a Verification of Employment is broken down into its individual steps.
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Target Audience	This document is intended for Administrators/HR Practitioners.
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VOE Report Types:

Verification of Employment Report:

The Verification of Employment report is used when a verification of employment is needed with no income verification. Typical uses are job applications and rental applications. The data on the report includes:

- Employee’s name, address, and social security number (masked except the last 4 digits)
- Employer name
- Original hire date
- Total time at the employer
- Employment status, and
- Job Title

IMPORTANT: Employee authorization is required when creating this report. The Admin is required to verify the signature on the request matches the employee's signature on file.

Verification of Employment plus Verification of Income Report:

The Verification of Employment plus Verification of Income report is typically requested by lenders and an application for credit. In addition to the employment information described in the Verification of Employment report, this record also contains income information including:

- Rate of pay
- Pay cycle
- Date and amount of last pay increase
- Gross and Net income, and
- Withholding information.

IMPORTANT: Employee authorization is required when creating this report. The Admin is required to verify the signature on the request matches the employee's signature on file.

Social Services Report:

Typical uses of the Social Services report would be in child support cases where Social Services are requesting verification. The Social Services report contains multiple selectable sections:

- Employment information
- Income information
- Medical Benefits
- Dental Benefits
- Vision Benefits

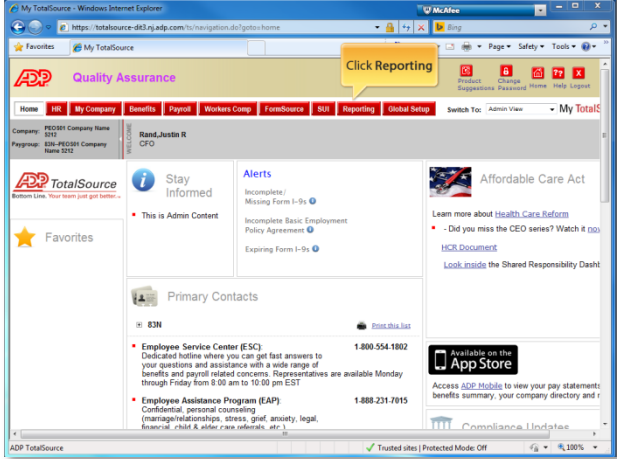

IMPORTANT: When you create a Social Services report it is very important that you include only the information that was requested. For example if the request was only for Employment and benefits data you would not include income information in the report. The Social Services report does not need employee authorization.

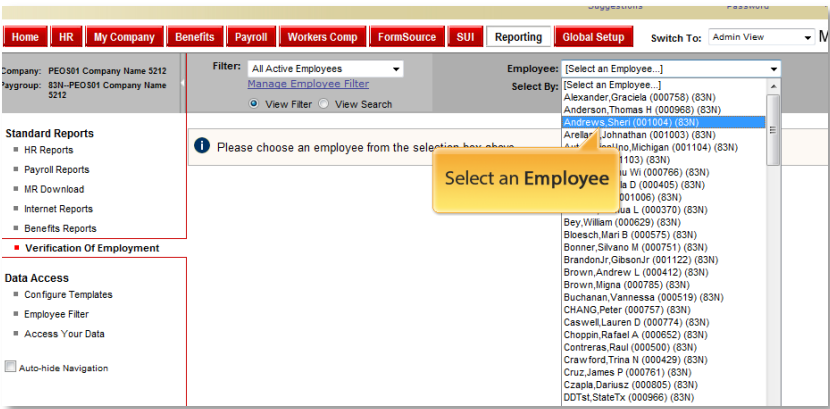
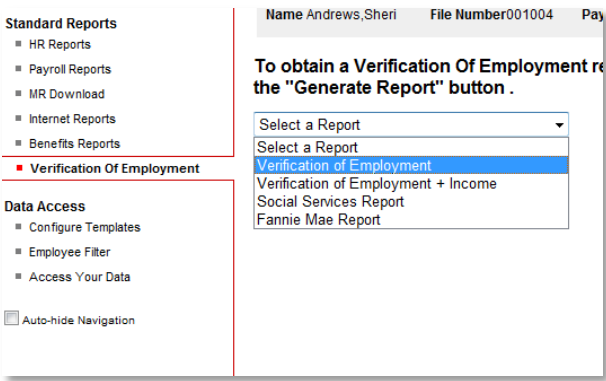
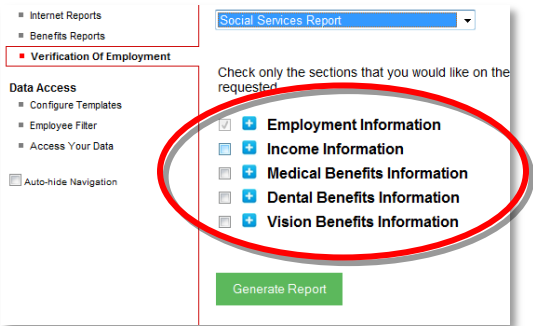
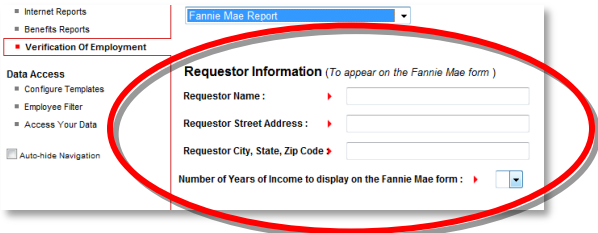
Fannie Mae Report:


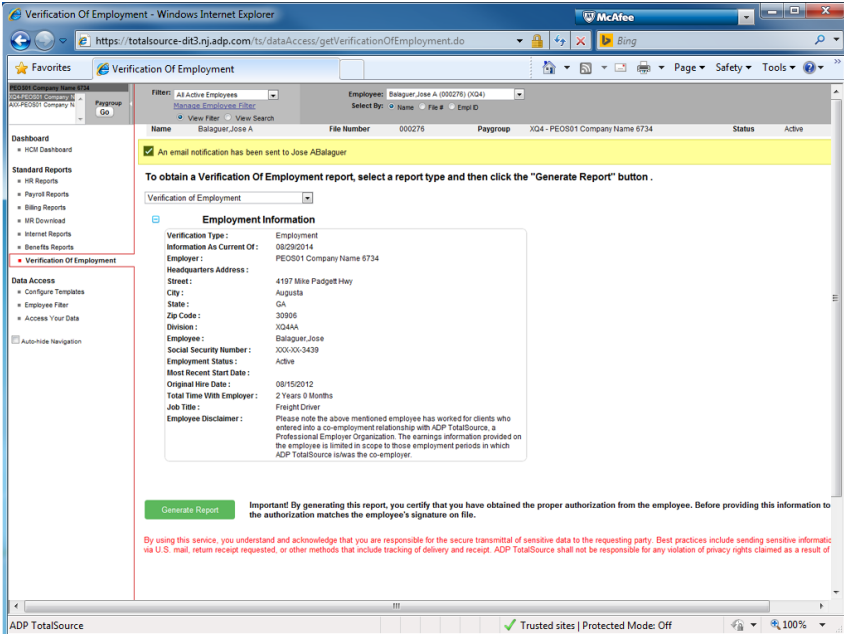
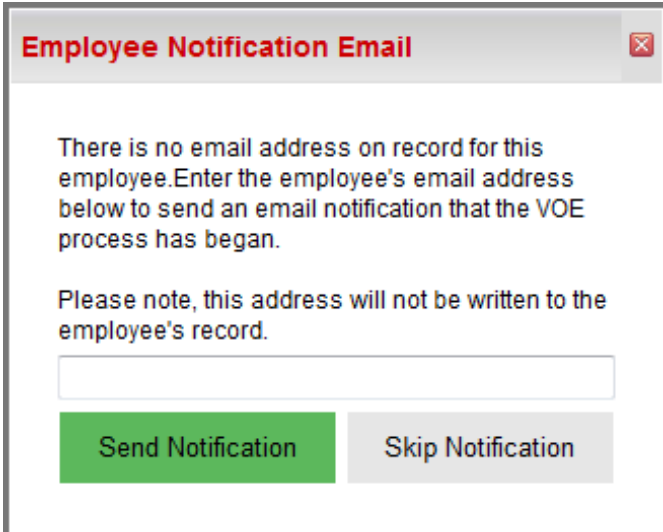
This report is formatted to meet the Fannie Mae standards and additional requestor information must be included. In addition to the requestor name, and address, you will need to select one, two, or three years of income data based on the request. This information will be populated on the report.

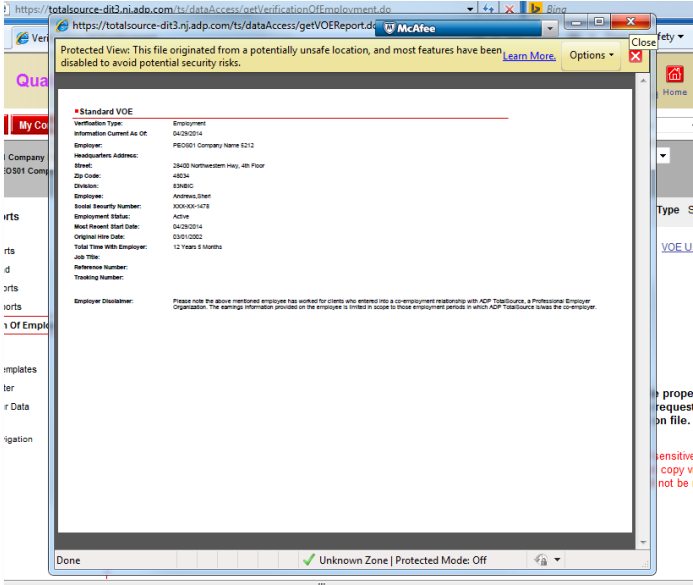
IMPORTANT: Employee authorization is required when creating this report. The Admin is required to verify the signature on the request matches the employee's signature on file.

Creating a VOE Report:

Action	Description
<p>From the Home page click on the Reporting button.</p>	
<p>In the Standard Reports section on the left side of the page click Verification of Employment.</p> <p>Hint: <i>You can also click on the "VOE Reports" image in the Recently Added section on the Reporting home page.</i></p> <p><i>If you do not have this option available, please contact your ADP representative.</i></p>	

Action	Description
<p>Click the Employee drop down and select the name of the employee you are creating the VOE report for.</p>	
<p>Click the Select a Report dropdown and click the report you want to create.</p> <p>The page will display the employee information that will appear on the report.</p>	
<p>If the Social Services report is selected, remember to only select the sections that were requested from the Requestor.</p>	
<p>If the Fannie Mae report is selected remember to enter the Requestor's Name, Address, City, State, zip code, and the number of years Requested. This is needed to fill in some sections of the</p>	

Action	Description
report.	
Click the Generate Report button to create the report.	 <p>Important! By generating this report, you certify that you have obtained the proper authorization from the employee. Before providing this information to the requestor, verify that the signature on the authorization matches the employee's signature on file.</p>
The Verification of Employment, Verification of Employment Plus Income, and the Fannie Mae Report all generate an email notification to the employee.	
If there is no email on record for the employee a popup dialog will appear. Enter an email address for the employee and click Send Notification , or click Skip Notification .	

Action	Description
<p>The report will appear in a popup window. Save the report PDF file and send it as an attachment to the Requestor.</p> <p>Remember: It is very important that you send this information in a secure manner to the recipient.</p> <p><i>NOTE: Sometimes if the popup blocker is enabled in your browser, the PDF may not open. If this occurs, disable the popup blocker and try generating the report again.</i></p>	

Employee VOE message:

When employees login, they may navigate to **Myself>Pay>Verification of Employment**. On this page the following message directs them to contact their HR Administrator to request a Verification of Employment:

