Module 14

Employment Verification

In this module you will learn:

- The information contained in, and the purpose of an employment verification report

- How to generate an employment verification report

- How to print an employment verification report

Supporting Documents/Files:

- CIRS User Manual

Employment Verification Report Overview

HR-ISA developed the employment verification report as a tool for completing requests from credit lenders to verify your employee's employment and payment history. By default, the report summarizes payments and employment history for the current and two prior calendar years.

Below is only a partial sample of the generated report:

```
10/23/03                      THE CALIFORNIA STATE UNIVERSITY
                               EMPLOYMENT VERIFICATION REPORT
                                    PIMS REPORT PDC0016B
                              ISSUE DATES: 01/01/01- 01/01/03

NAME: ARMADILLO          BEN C              SSN: 000-00-1111

PAYMENT HISTORY INFORMATION:
                   2001        2000        1999
  REGULAR:      45,086.15   49,205.71
  OVERTIME:
  SHIFT:
  OTHER:         3,000.00    7,000.00       600.00
  TOTAL:        48,086.15   56,205.71       600.00

EMPLOYMENT HISTORY INFORMATION:
-----------------------------------------------------------------
 PSN SEP    EFFECT    TRAN   POSITION NUMBER    CLASS TITLE   TIME
 SEQ CODE   DATE      CODE                                    BASE
-----------------------------------------------------------------
 01   S    06/18/01   A54    000-400-4660-905   SPC CONSULT   INT
      S    06/02/01   A54    000-113-4660-905   SPC CONSULT   INT
      S    01/06/01   A54    000-113-4660-905   SPC CONSULT   INT
      S    01/02/01   A54    000-400-4660-905   SPC CONSULT   INT
      S    06/06/00   A54    000-179-4660-905   SPC CONSULT   INT
      S    06/03/00   A54    000-400-4660-905   SPC CONSULT   INT
      S    05/06/00   A54    000-179-4660-905   SPC CONSULT   INT
      S    05/01/00   A54    000-179-4660-905   SPC CONSULT   INT
      S    04/16/00   A54    000-179-4660-905   SPC CONSULT   INT
```

Creating an Employment Verification Report

Note: The steps below will only discuss how to create an employment verification report using the default settings.

1. From the main menu, press the F12 key.

```
F1=Status  F2=New    F3=Exit   F4=Locate   F5=Sort     F6=Swap Lib
F7=Up      F8=Down  F9=Search  F10=Results  F11=HoldFile  F12=Extract
```

2. Select option 3 at the extract data menu and press enter.

```
|------------------- Extract Data ------------------|
|                                                   |
|  SELECT  3    1. EH - EMPLOYMENT HISTORY EXTRACT FILE  |
|               2. PY - EMPLOYMENT HISTORY EXTRACT FILE  |
|               3. EMPLOYMENT VERIFICATION REPORT       |
|---------------------------------------------------|
```

3. At the employment verification extract screen, accept the default range settings (option 1) by pressing enter.

```
Status    Report
                   EMPLOYMENT VERIFICATION
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

SELECT RANGE:  1   1. YEAR-TO-DATE AND TWO PRIOR CALENDAR YEARS
                      OF PAYMENT/EMPLOYMENT HISTORY DATA

                   2. ENTER PAYMENT HISTORY ISSUE DATES
                      FROM  840104  TO  999999    YYMMDD
                      ENTER EMPLOYMENT HISTORY EFFECTIVE DATES
                      FROM  760101  TO  999999    YYMMDD


 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
NOTE: ONCE YOU HAVE PRESSED THE ENTER KEY TO SUBMIT AN EMPLOYMENT
      VERIFICATION EXTRACT, YOUR FOCEXEC(VERIFY$) WILL DISPLAY.
      AT THIS POINT YOU CAN ENTER SOCIAL SECURITY NUMBERS THAT YOU
      WISH TO PRINT ON THE EMPLOYMENT VERIFICATION REPORT.
 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
                  PRESS ENTER TO SUBMIT OR PF3 TO EXIT
```

4. In your library member named VERIFY$, enter one social security
   number per line. When finished, press F3 to save/exit.

```
EDIT    PD.CSUCFOC.UXABC(VERIFY$) - 01.51    Columns 00001 00072
Command ===>                                     Scroll ===> PAGE
****** ****************** Top of Data ************************
000100 111-22-3333
000200 222-11-4444
****** **************** Bottom of Data ***********************
```

5. When you receive a message indicating the extract job was submitted,
   make a note of the job number and press enter to clear the message.

```
 JOB CTVUXABC(JOB15226) SUBMITTED
 ***
```
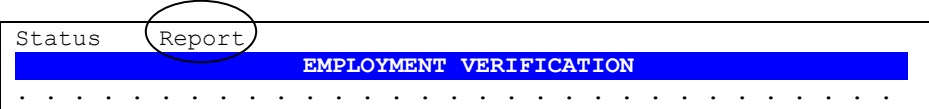
6. Check STATUS to confirm a successful completion.

```
Status    Report
                    EMPLOYMENT VERIFICATION
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
```

Printing an Employment Verification Report

The resulting employment verification report is written to your Batch Report file. You can navigate to the main menu and select your batch report by using the F10 key, or you can use the shortcut available from the employment verification screen.
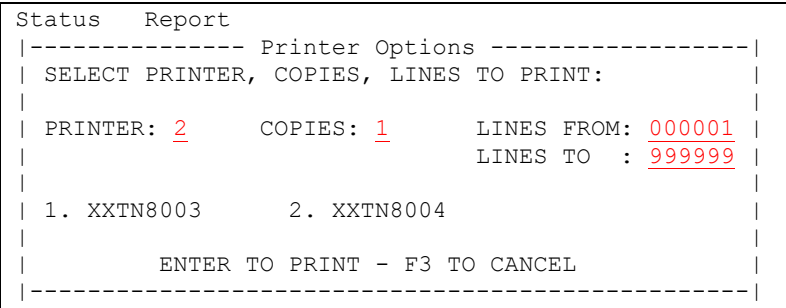
To print the report using the shortcut:

1. After confirming a successful completion, select REPORT from the employment verification extract screen and press enter.

```
Status    Report
                    EMPLOYMENT VERIFICATION
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
```

2. Select Option 2 from the pop-up menu and press enter.

```
Status    Report
              .-----------------------.
          | 2  1. EDIT BATCH REPORT  |
              |    2. PRINT BATCH REPORT |
              '-------------------------'
```

2. Make changes, if needed, to the print selections and press enter.

```
Status    Report
|--------------- Printer Options -----------------|
| SELECT PRINTER, COPIES, LINES TO PRINT:         |
|                                                 |
| PRINTER: 2     COPIES: 1      LINES FROM: 000001 |
|                               LINES TO  : 999999 |
|                                                 |
| 1. XXTN8003     2. XXTN8004                     |
|                                                 |
|         ENTER TO PRINT - F3 TO CANCEL           |
|-------------------------------------------------|
```

Practice

Generate an Employment Verification report for yourself.

1. Select the extract function from the main menu.

2. Select the employment verification option.

3. Accept the default settings by pressing enter.

4. Enter your social security number at your library member named VERIFY$ and press F3 to save/submit your job.

5. Make a note of the extract job number before clearing the message.

6. Check status to confirm a successful completion.

7. View and/or print your batch report.

What You Have Learned

In this module you have learned:

- ▪ The information contained in, and the purpose of an employment verification report

- ▪ How to generate an employment verification report

- ▪ How to print an employment verification report