

UIC HR POLICIES AND PROCEDURES

		NUMBER 1305
MANUAL Human Resources	SECTION Records	PAGE 1 of 2
SUBJECT Employment Verification		EFFECTIVE 04/01/1997
		REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To establish guidelines for requests of personnel information concerning UIC employees.

SOURCES AND BACKGROUND

Illinois Employee Access to Records Act
State Universities Civil Service System Statute and Rules
The General Rules Concerning University Organization and Procedure
University of Illinois Policy and Rules for Civil Service Staff

APPLICABILITY

All UIC employees

POLICY

Employment verifications for employees are received in the UIC Human Resource Service Center. Only the following agencies are authorized to receive personnel information:

- Social Security Administration;
- State Department of Unemployment Insurance;
- Worker's Compensation Insurance;
- Illinois Department of Public Aid;
- Law Enforcement Agencies;
- Chicago Housing Authority;
- Prospective Mortgager;
- Merchants Offering Credit;
- Prospective Employers; and
- Requests for wage/loss verification by an attorney or insurance company.

The information provided without an employee's consent is limited to:

- Date of first employment (not date in class);
- Present job classification;
- Percent time of appointment;
- Status or non-status (permanent, temporary or extra help);
- Active or inactive (leave of absence, layoff, terminated);
- Date of termination, if applicable;

UIC HR POLICIES AND PROCEDURES

UIC HR POLICIES AND PROCEDURES		NUMBER 1305
MANUAL Human Resources	SECTION Records	PAGE 2 of 2
SUBJECT Employment Verification		EFFECTIVE 04/01/1997
ISSUED BY Assistant Vice President for Human Resources		REVISED 09/01/2013
		APPROVED BY Chancellor

- Social security number (may be verified only; NOT given to caller); and
- Address (may be verified only; NOT given to caller).

The information that is provided is limited to the following list, with an employee's written consent. (The consent must be in writing; consent cannot be given over the telephone):

- Salary;
- Social security number;
- Name of supervisor;
- Employing department; and
- University telephone number.

Mortgage employment verifications must be written requests and UIC responses are limited to:

- Verification that employment is continuous;
- First date of employment;
- Present position;
- Annual salary;
- Overtime earnings;
- Bonus earnings; and
- Year-to-date earnings.

PROCEDURES

RESPONSIBILITY

1. Employee

2. UIC HR Service Center

ACTION

Uses NESSIE (Personal Information Section/Employment Verification System - EVS) to activate self-service employment verification directly to inquirer.

Only for terminated employees, with employee's written consent on file in HR, completes documents for written requests for employee information