Employee Verification Process

• Replaces the annual address verification process
• Employee receives a task in their Inbox on August 1 of each year
  – Inbox task is also presented to all new hires
• Employment Verification process includes a process flow that shows exactly where the employee is in the verification process
• Steps that have not been completed are greyed out
• The step the employee is completing is both shaded in blue and is underlined in blue
• Once the employee completes a step, the step is shaded green and includes a checkmark indicating the step is complete
• Buttons within the process are dynamic based on which step the employee is completing
• Buttons are the only way to navigate within the process (e.g., Back, Save and Complete)
Employee Verification Process (Continued)

• Presents the following screens for employees to validate/update their information:
  – Step 1 – Personal Info
    • Presents the employee’s personal info record for review; step is view-only except for nickname
  – Step 2 – Address Info
    • Presents the employee’s home, mailing, and notification email addresses for review and updating
  – Step 3 – Emergency Contact
    • Presents the employee’s emergency contacts for review and updating
    • If the employee has more than one emergency contact, each record is presented to the employee
    • Employee must review each emergency contact before moving to the EEO-Veteran step
    • Includes a delete button to allow employees to delete an emergency contact who is no longer valid
Employee Verification Process
(Continued)

– Step 4 – EEO-Veteran
  • Presents the employee’s current EEO-Veteran record for review and updating

– Step 5 – Form W-4
  • Presents the employee’s current W-4 record for review and updating

– Step 6 – Work Contact
  • Presents the employee’s work email and work location address for review; step is view-only
Employee Verification Process
(Continued)