

Employment Verification

When you are ready to verify the employment records, click on each red box with dots. A new window will open. Review any staff with a “Self-Reported” status.

Gammontest, Heather

Teacher

This individual is currently employed

Start Date

8/27/2008

This individual is no longer employed

End Date

Status

-- Make a selection --

Save Changes

1. Enter the Employee’s start date
2. If the employee no longer works for you, check the “This individual is no longer employed” radial button and enter their end date.
3. Use the pull down to select a Status

Status

-- Make a selection --

-- Make a selection --

Verified

Reviewed/Not Verified

Denied

3.1 -Verified: Employment confirmed.

3.2 - Reviewed / Not Verified: It is unknown if the employee worked at this facility.

3.3 - Denied: Cannot prove the employee worked at this facility.