

Verification of Employment Self-Service Model



MyTotalSource

Contents

Overview	3
Types of Reports	4
Pulling VOE Reports	5
Viewing Access to VOE Reports	8
<u>Frequently Asked Questions</u>	

Overview

The Verification of Employment Self-Service tool allows for easily accessible verification of employment reports within minutes.

The VOE report provides information regarding employment, income and benefit details at the Employee-level only. The information provided includes:

Employment – Includes employer’s name, address and FEI number; employee’s name, social security number, address and date of birth; employment status (active or terminated); hire date or TS hire date; termination date (if any); and job title.

Income – Includes employee’s rate of pay and compensation frequency; as well as base pay, commission, bonus and overtime earnings. This information can be provided in a yearly format or further detailed per pay period. Any deductions made per pay period such as federal tax, state tax, local tax, Social Security and Medicare are also provided.

Benefits – Includes insurance availability and employee eligibility; coverage start and termination dates; insurance carrier information such as address and phone number; policy and group numbers; annual costs; dependent coverage availability; number of dependents covered; and if the employee is participating in COBRA. This information includes medical, dental and vision.

Types of Report

There are four types of reports for Verification of Employment.

Verification of Employment – This report is used when a verification of employment is needed with no income verification. The report only provides employment information. This includes:

- Employer's Name and Address
- Employee's Name, Social Security Number, Address, Phone Number and Date of Birth
- Employment Status
- ADP TotalSource Hire Date
- Original Hire Date
- Job Title

Verification of Employment + Income – This report provides employment information, as well as income information. The additional data provided includes:

- Rate of Pay
- Compensation Frequency
- Breakdown of Pay by Year
- Last Date of Pay Change
- Last Pay Change Amount
- Income Per Paycheck (Total Gross Earnings and Total Net Earnings)
- Withholding Per Paycheck (Federal Tax, State Tax, Local Tax, Social Security and Medicare)

Social Services – This report provides employment and income information, as well as benefit information. The additional data provided includes:

- Check Details
- Medical Benefits Information
- Dental Benefits Information
- Vision Benefits Information

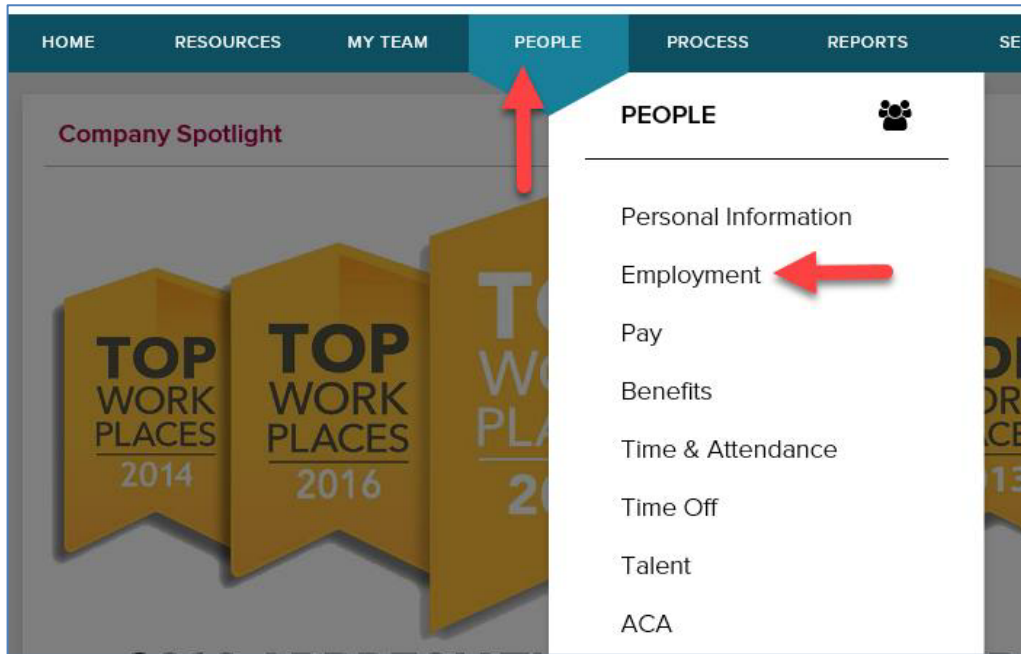
Fannie Mae – This report is used for the purpose of obtaining a mortgage loan and is formatted to meet Fannie Mae standards. This report provides the following information:

- Employee's Name and Address
- ADP TotalSource Hire Date
- Job Title
- Earnings Information (Last 3 Years)

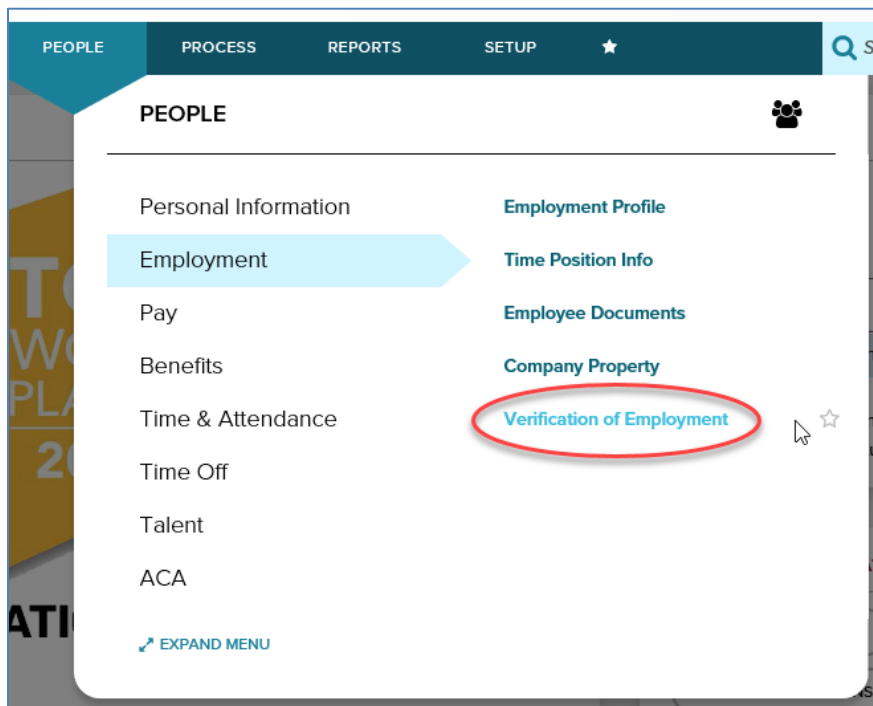
Pulling VOE Reports:

STEPS TO PULLING REPORTS IN WFN.

1. Once logged into the system, click on the People tab and select the Employment link.



2. Select the Verification of Employment link.



- Once in the VOE page, use the Employee Search box to find the employee. Clicking in the search box will pop up a window with an employee list. Change the current list to reflect All Employees and then search using the name.

Employee Search

Current List: <all employees> [MANAGE MY LISTS](#) [SEARCH OPTIONS](#)

Total Records: **197**

Search:

#	NAME ^	POSITION ID ⇅
1	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]

Navigation: CALENDAR, LOG OUT, Search, Employee Search, <STATUS IS ACTIVE>, Employee Configuration

- Select the tab for the desired Report.

Verification of Employment [Add to Favorites](#)

AA [REDACTED] Tax ID (SSN) XXX-XX-XXXX Position ID [REDACTED] Hire Date [REDACTED] Status Active Employee Search <ALL EMPLOYEES> 1 of 197

To obtain a Verification of Employment, select a type and then click the Generate PDF button.

By using this service, you understand and acknowledge that you are responsible for the secure transmittal of sensitive data to the requesting party. Best practices include sending sensitive information electronically via secure email or in hard copy via U.S. mail, return receipt requested, or other methods that include tracking of delivery and receipt. ADP shall not be responsible for any violation of privacy rights claimed as a result of the use or misuse of this service.

Verification Of Employment | Verification of Employment with Income | **Social Services** | Fannie Mae

Check only the sections that you would like on the PDF. It is important that you only send the information requested.

Verification Type

Verification Type: Social Services Information Current As Of: 05/20/2019

Employer

Employer: [REDACTED] Federal EIN: [REDACTED] Business Unit: [REDACTED]

Headquarters Address

- Once a report is selected, a preview of the information that will populate in the report is shown. Only the Social Services report may be modified to include/exclude specific information.

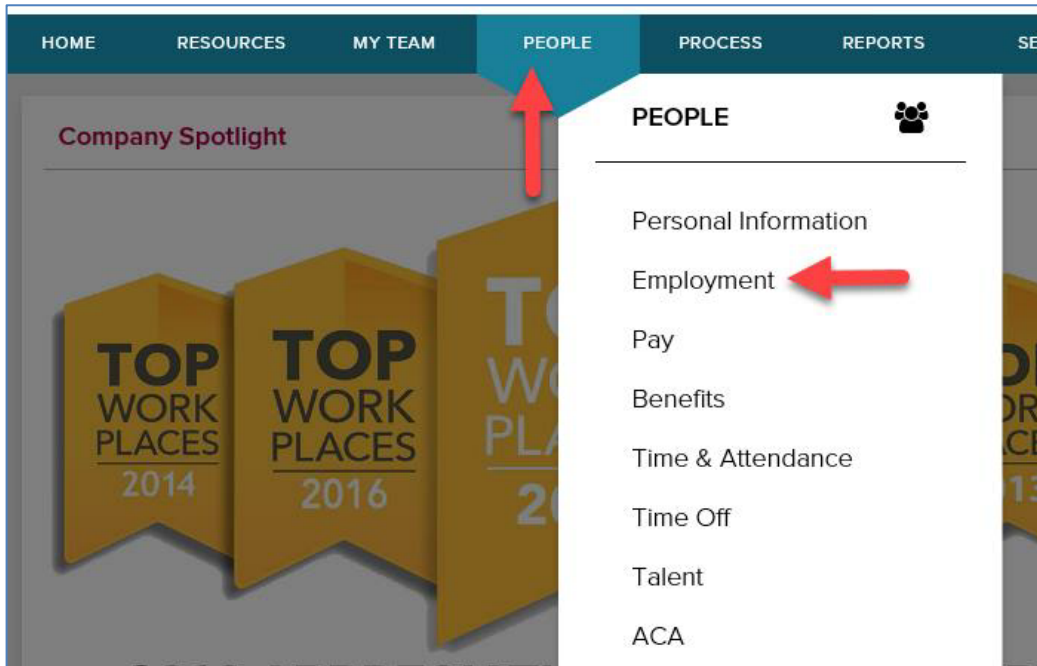
The screenshot shows a report preview interface with several sections. At the top, there is a 'Job Title' field with a redacted value. Below this is the 'Income' section, which includes fields for 'Rate Of Pay', 'Pay Frequency', 'Last Date Of Pay Increase', and 'Last Amount Of Pay Increase', all with redacted values. A red circle highlights a checkmark icon in the top right corner of the 'Income' section. Below the 'Income' section is the 'Pay Period Detail' section, which includes a table with columns for 'Income Per Paycheck' and 'Withholding Per Paycheck'. The 'Withholding Per Paycheck' section has columns for 'Federal Tax', 'State Tax', 'Local Tax', 'Social Security', 'Medicare', and 'Other', all with redacted values. A checkmark icon is visible in the top right corner of the 'Pay Period Detail' section. Below the 'Pay Period Detail' section is the 'Annual Summary' section, followed by the 'Check Details' section, which includes 'From' and 'To' date pickers with redacted values. Below the 'Check Details' section are three sections for 'Medical Benefits Information', 'Dental Benefits Information', and 'Vision Benefits Information', each with a plus icon. At the bottom of the interface is a 'Generate PDF' button, which is highlighted with a red arrow.

- As a security measure, ensure that the employee name, report type and information type selected is correct.
- Click on the Generate PDF button to create the report.

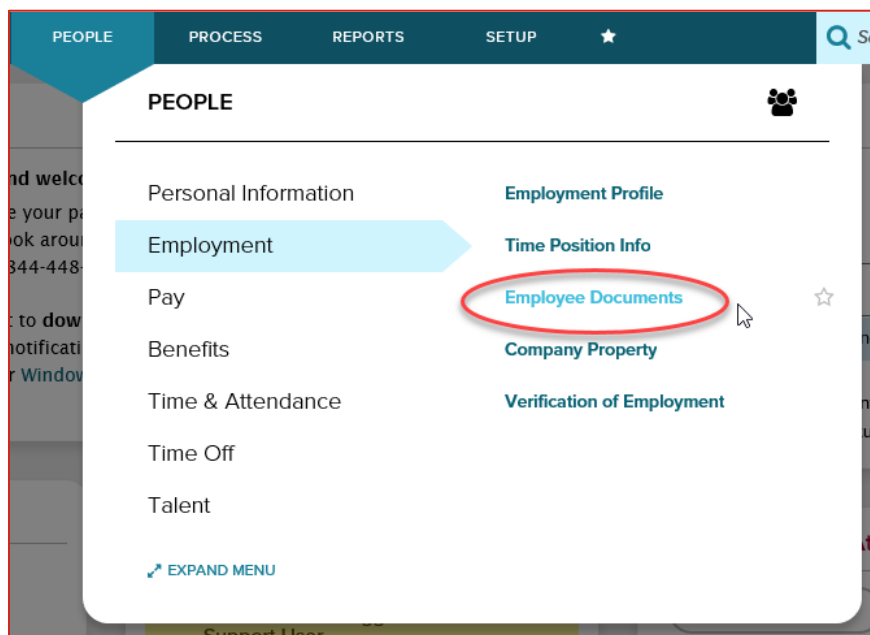
Viewing Access to VOE Reports:

STEPS TO IDENTIFYING ACCESS TO VOE REPORTS.

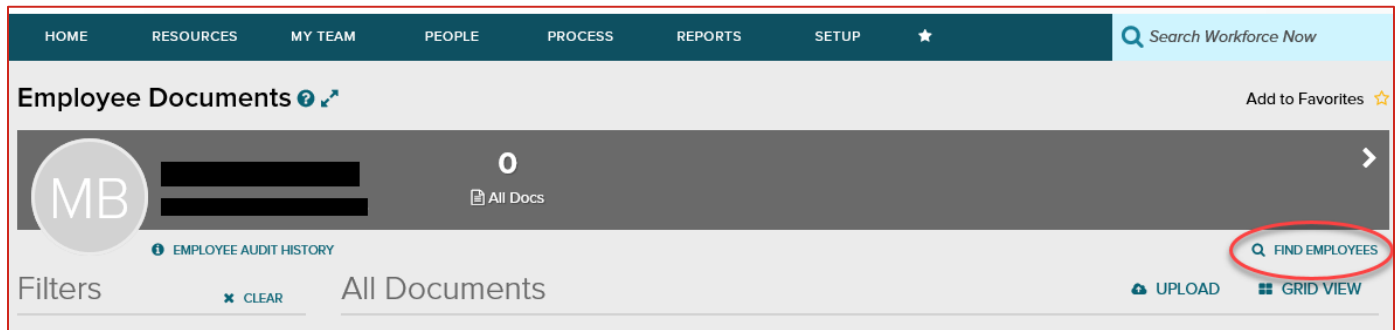
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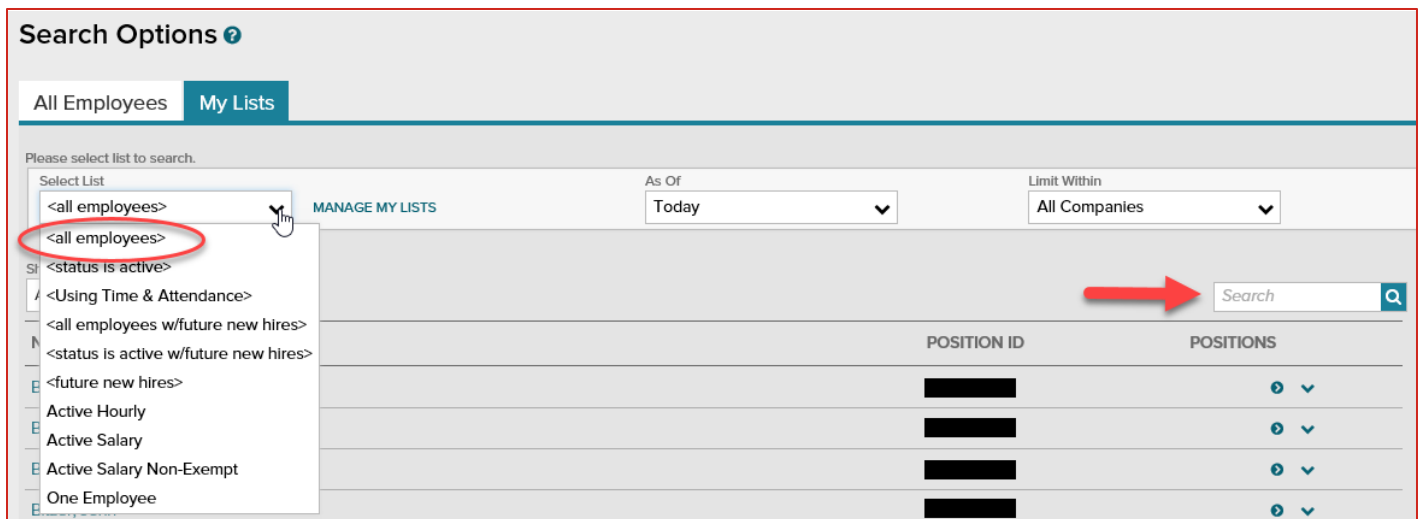
2. Select the Employee Documents link.



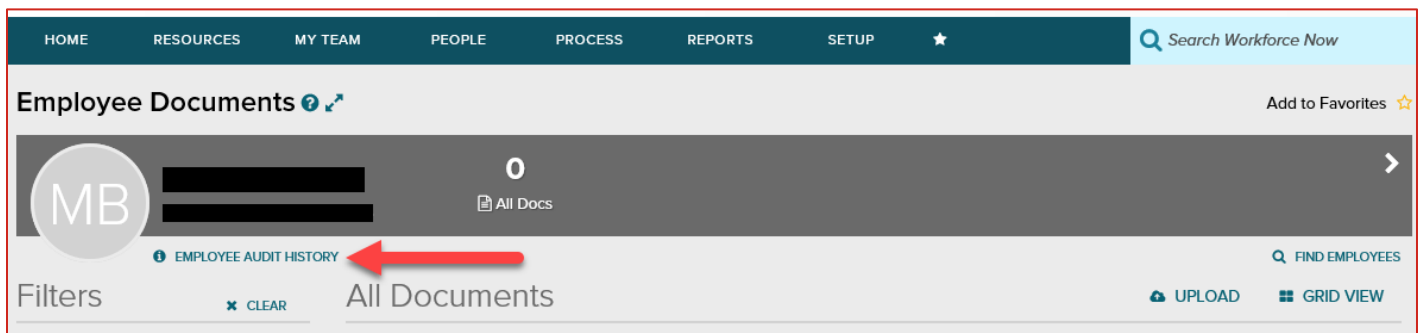
3. Once in the Employee Documents page, use the Find Employee link to find the employee.



4. Once in the Search Options page, change the current list to reflect All Employees and then search using the name. Select the employee's name and it will redirect to the Employee Documents page.



5. Click on the Employee Audit History link.



- The Employee Audit History list will be displayed. This list will display any VOE report that has been generated for the employee including who pulled the report with date and time.

Employee Audit History

Employee Name

CATEGORY	SUBCATEGORY	DOCUMENT NAME	ACCESSED BY	USER ID	ACTION	DATE/TIME ▾
Personnel File	Verification of Employment	SocialServices_1574173671.pdf	██████████	██████████	Download	11/19/2019
Personnel File	Verification of Employment	SocialServices_1574173671.pdf	██████████	██████████	Upload	11/19/2019
Personnel File	Verification of Employment	SocialServices_1574173513.pdf	██████████	██████████	Download	11/19/2019
Personnel File	Verification of Employment	SocialServices_1574173513.pdf	██████████	██████████	Upload	11/19/2019
Personnel File	Verification of Employment	SocialServices_1551464741170.pdf	██████████	██████████	Download	03/01/2019
Personnel File	Verification of Employment	SocialServices_1551464741170.pdf	██████████	██████████	Upload	03/01/2019