

Rochester Regional Health

Policy & Procedure

Title:	Employment Verification	Last Reviewed:	9/29/17	Policy #	E12		
		Last Revised:	9/29/17				
		Effective:	9/29/17	Page	1	of	1

Policy Statement:

Note: For the purpose of this policy, "Rochester Regional Health (RRH)" will mean "Rochester General Health System and Affiliates," "Unity Health System and Affiliates" and "Clifton Springs Hospital & Clinic and Affiliates."

The purpose of this policy is to provide a uniform and thorough process in providing employment verification for both current and past team members. As part of a common community practice, RRH will share minimal information on current or past team members.

Practice:

In order to provide 24 hour, 7 days a week service, RRH utilizes The Work Number to provide automated employment and income verifications on our team members.

The Work Number is an automated service that provides team members with the ability to quickly provide proof of your employment or income. Team Members benefit from having control of the process, since team members authorize access to their information. The Work Number provides verification services to over 80 million employees. It is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income, and it is easy for them to use.

How to Use The Work Number:


The Work Number may be used by employees, verifiers and social services agencies. Whether you are accessing your free annual Employment Data Report or needing to provide proof of employment and income to a commercial verifier, you can access the information you need at www.theworknumber.com.

For detailed information on how to access The Work Number, please refer to the attached supplemental documentations in the **References** section of this policy.

No provision of this policy shall be used in interpreting or applying any other RRH policy. RRH reserves the right to administer, interpret, revise or revoke any or all of the provisions of this policy.

References:

[Accessing Employment Data Report](#)
[Message to Verifiers](#)
[Creating Salary Keys](#)

	<u>Signature</u>	<u>Name</u>	<u>Title</u>	<u>Date</u>
Approvals		Elizabeth Petro	VP, Talent Acquisition, Learning and Employee Health Services	9/29/17