

EMPLOYMENT VERIFICATION SYSTEM (EVS)



Do you need to have your employment verified?

Employees are commonly asked to provide employment verification information when dealing with vendors such as banks or lenders when applying for a mortgage, loan, credit, etc.

WHY

The University of Illinois Employment Verification System (EVS) is an on-line electronic application that enables external organizations to verify selected University of Illinois employee information. As a current employee, this system is a time saving self-service tool for you that will allow immediate access to verifying employment and/or earnings at the University of Illinois. It was recently enhanced to allow employees to provide history for a range in time (post 2003) and also separate base pay earnings from additional earnings (e.g. Service in Excess over 100%, overtime, and summer service) - an important factor for external lenders.

Paper requests can take up to 5-10 days business days depending on the request volume. Using the Employment Verification System (EVS) will reduce the processing time and allow you to provide the information immediately!

WHEN

The Employment Verifications System is available 7 days a week (except 6:00 am to noon on Sundays). You will be able to access the EVS by using your ACCC NetID and password or through the EnterpriseID and password to log into NESSIE. For technical support regarding the NetID/password, please contact ACCC at 312-413-0003 or consult@uic.edu.

HOW

All you need to do is access the Employment Verification System via the **Personal Information tab** in NESSIE, establish a Vendor Access Number (VAN), and provide this VAN number to the external business or vendor which will then allow them to gain access to your employment verification information. By using this on-line system you control who obtains access to your personal employment verification information. More information and detailed steps can be found in NESSIE:

https://nessie.uhr.uillinois.edu/cf/info/index.cfm?Item_id=1079.

Employees who leave the University of Illinois would need to have the request and "consent to release employment verification information" faxed to the UIC HR Service Center at 312-996-1700. Please allow enough processing time for paper requests as they can take up to 5-10 days business days.