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Employment Verification [1]

If you need to prove that you're a University of Colorado employee, or if you need documentation of an employee's status, use the Experian Verify online tool.

The university works with Experian Verify to provide access to employment and income verification on demand at any time.

Verify through Experian Verify

Experian Verify [2]is a simple, secure and discreet way to access proof of your employment and income to organizations when needed. Users can access crucial verification while controlling who has access and reviewing who accessed their data in the past. They can update privacy preferences, dispute report content and generate an automated letter of employment.

For detailed employment and income verification, employees can:

- Request a report to share with the organizations.
- Generate a verification letter, immigration letter, hiring letter or separation letter.
- Provide requesting organizations with instructions to access information through Experian Verify.

Please note: Experian Verify only has the last five years of employment history for CU employees. For older requests, please reach out to your campus Human Resources department.

Who can verify?

Employees, commercial organizations and government social service providers may verify.

How much does verification cost?

- Employees can generate **unlimited verification letters and employment reports for free.** Employment reports will not include pay history but will include all other types of data.
- Organizations must pay a fee when requesting verification information.

My information is incorrect on my report, what should I do?

Reach out to Experian Verify [3] to report incorrect information first. If Experian Verify cannot resolve the errors, reach out to your campus HR department.

Employees

Review the Employee Guide [4]

Register for an account

1. Visit Experianverify.com [2].
2. On the “I am an Employee” tile, click to register.
3. Enter the required information to register:
    - The Employee Access Code for CU is **10DB7358**.

Employment and salary details through CU

Employees have other ways to access employment and salary data for verification purposes, either through the employee portal or their campus HR offices:

- **Campus HR Offices:** The campus can only provide start date, end date, position held and salary, if requested, outside of Experian Verify. Campuses will not provide reference checks or comment on rehire status of former employees. Reach out to your office below:
    - CU Boulder [5]
    - UCCS [6]
    - CU Denver [7]
    - CU Anschutz [8]
    - CU System [9]
- **Employee Portal:** You can access some documents through the employee portal, including your pay stubs, Form W-2 and Form W-4. Follow our payroll self-service options to learn how to access [10].

Verifiers

Review the Verifier Guide [11]

Register for an account

1. Visit Experianverify.com [2].
2.

The correct registration tile depends on your verification type:
    - If you are a private organization, select the “I am a Commercial Verifier” tile.
    - If you are a government agency, select the “I am a Social Service Verifier” tile.
3. Enter the required information to register.

Verification Reports

Once the verifying organization establishes an Experian Verify account to access a verification of employment (VOE), a VOE report can be obtained instantly through the platform.

Verifiers must pay a small fee for each VOE.

Review the Experian Verify FAQ [12] for additional information.

Groups audience:
Employee Services
Right Sidebar:
ES: HR - Experian Verify Contact

Source URL:https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/employee-resources/employment-vertification

Links
[1] https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/employee-resources/employment-vertification [2] https://www.experian.com/employer-services/products/verification-fulfillment/experian-verify [3] mailto:Verify.support@experian.com [4] https://www.cu.edu/docs/employment-and-income-verification-guide [5] mailto:hrmail@colorado.edu [6] mailto:hrhelp@uccs.edu [7] mailto:hr.voe@ucdenver.edu [8] mailto:hr.voe@cuanschutz.edu [9] mailto:CUEmployeeNotifications@cu.edu [10] https://www.cu.edu/employee-services/payroll/self-service [11] https://www.cu.edu/docs/access-report-verifiers [12] https://www.experian.com/employer-services/products/verification-fulfillment/experian-verify/faq