

# University of Wisconsin

## Explanation of Verification of Employment Plus Income Information

This document provides those who request an employment and income verification an explanation of the information found on The Work Number verification screen.

<b>Verification Type:</b>	Employment & Income Verification
<b>Permissible Purpose:</b>	Consumer's application for credit
<b>Information Current As Of:</b>	04/29/2016
<b>Employer:</b>	University of Wisconsin - Madison (18032)
<b>Headquarters Address:</b>	
<b>Street:</b>	c/o UW Service Center, 660 W Washington, Suite 201
<b>City:</b>	Madison
<b>State:</b>	WI
<b>Zip Code:</b>	53703
<b>Employer Disclaimer:</b>	All Garnishment/Child Support requests should be sent to: University of Wisconsin Service Center 660 West Washington Avenue, Suite 201 Madison, WI 53703 Fax: 608-890-2327  Verifications display a single job title, but employees may hold multiple job titles during their employment period.  This report will not include income earned and sourced by other organizations such as: UW Hospital, UW Medical Foundation, UW Alumni Foundation, or contract work not paid by the University.
<b>Division:</b>	Data Not Provided
<b>Employee:</b>	
<b>Social Security Number:</b>	XXX-XX-XXXX
<b>Employment Status:</b>	Active
<b>Most Recent Start Date:</b>	10/01/2014
<b>Original Hire Date:</b>	11/04/2013
<b>Total Time With Employer:</b>	2 Years, 6 Months
<b>Job Title:</b>	CLINICAL INSTRUCTOR
<b>Rate of Pay:</b>	\$60,000.00 Annual
<b>Average Hours Per Pay Period:</b>	40

Sample of the top section of the report screen.

**Verification Type:**

Employment & Income Verification; depends on the information requested by verifier.

**Permissible Purpose:**

Provided by verifier.

**Information Current As Of:**

The date displayed will be the employee's Last Check Date.

**Employer:**

University of Wisconsin 18032 (identifier number assigned by The Work Number). Campus Name and Logo displayed based on the Primary employment according to Benefit Primary flag.

**Headquarters Address:**

c/o UW Service Center Address.

**Employer Disclaimer:**

Standard language on each verification, such as where to send garnishments.

**Division:**

Business Unit. Identifier of employee's campus based on the Primary employment with reference to Primary Benefit Flag.

**Employee:**

Always Displays as "Firstname Middlename LastName".

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**SSN:**

Employee's Social Security Number. If the SSN is not available, the ITIN is used. If the ITIN is not available, the eight digit Employee ID is used.

**Employment Status:**

Active or Inactive. This status is based on Benefit Primary Flag record. However, if the employee has multiple jobs and any are active, the employee status is reported as active.

**Most Recent Start Date:**

Most recent hire date from employee's Benefit Primary Job.

**Original Hire Date:**

Employee's Original Hire date is pulled from the oldest of:

1. Benefits Service Date;
2. Adjusted Continuous Service Date (ACSD), if earlier than Benefits Service Date;
3. Original Hire Date, if earlier than Benefits Service Date and Adjusted Continuous Service Date (ACSD)
4. The hire date for their Benefit Primary Flag Job, if a Benefits Service Date, an Adjusted Continuous Service Date, and an Original Hire Date do not exist for the employee

**Total Time With Employer:**

Calculated by taking the Information Current As Of Date minus the Original Hire Date.

**Job Title:**

Job Title for employee's Primary employment. When the employee has multiple employment records, the Job that has the Benefit Primary Flag is selected.

**Rate of Pay:**

This field is calculated based on the different categories of employment as follows

**Employee Type and Calculation**

**FA/AS/LI (formerly Unclassified) employee paid monthly** - Rate of Pay calculated with reference to Salary calculated from compensation\*FTE as listed in HRS

**University Staff employee paid hourly (active)** - Rate of Pay is the hourly rate at the time of employee's last payroll

**University Staff employee paid hourly (inactive)** - Rate of pay is the hourly rate at the time of the employee's last full payroll.

**Employee paid via a Lump Sum (non-student)** - Rate of pay is zero.

**Employee with multiple jobs** - Rate of Pay is calculated for each job using the methods described above and sum to get the total

**Employee has both hourly and monthly active paid appointments** - Pay Rate is calculated as above and will be annualized.

**Student Employee paid via a Lump Sum** - Rate of pay is zero.

**Average Hours Per Pay Period:**

This field is calculated based on the different categories of employment as follows

**Employee Type and Calculation**

**FA/AS/LI (formerly Unclassified) employee paid monthly** - Average Hours are calculated using employee's FTE as listed in HRS

**University Staff employee paid hourly (active)** - Average Hours are the hours reported on the most recent payroll

**University Staff employee paid hourly (inactive)** - Average hours are taken from the employee's last full payroll.

**S+V basis employees with no FTE in HRS** - Average Hours are calculated from the most recent payroll

**Employee paid via a Lump Sum (non-student)** - Average Hours calculated from the total of the lump sum payment divided by the WRS Standard Rate

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**Student Employee paid via a Lump Sum** - Average Hours calculated from the total of the lump sum payment divided by the average student rate calculated for ACA

**Employee who has differentials and add-on pay** - Average Hours are not affected by differentials and add-ons and are calculated using the hours reported on the most recent payroll

**Employee with multiple jobs and/or multiple employment categories** - Average Hours are based on the sum of categories as calculated above

Year	Base Pay	Overtime	Commission	Bonuses	Other Income	Total Pay
2016YTD	\$25,000.00	\$0.00	Data Not Provided	Data Not Provided	\$0.00	\$25,000.00
2015	\$60,000.00	\$0.00	Data Not Provided	Data Not Provided	\$0.00	\$60,000.00

  

	<u>Next Projected</u>	<u>Last</u>
<b>Date of Pay Increase:</b>	Data Not Provided	10/01/2014
<b>Amount of Pay Increase:</b>	Data Not Provided	\$1,500.00
<b>Reference Number:</b>	4349478319	

Sample of the bottom section of the report screen.

**Year:**

Year represents the Calendar Year (Example: All the balances shows with reference to is accumulation of calendar Year Balances)

**Base Pay:**

The amount of Base Pay is based on Mapped Earnings Codes from HRS that reflect the employee's regular pay (e.g. not lump sum payments, overtime, etc.)

**Overtime:**

The amount of Overtime is based on Mapped Earnings Codes from HRS for Overtime pay.

**Commission:** N/A

**Bonuses:** N/A

**Other Income:**

The amount of Other Income is based on Mapped Earnings Codes for pay such as lump sum payments and any pay that does not fall into the base or overtime categories

**Total Pay:**

Sum of values in Base, Overtime, and Other Income

**Next Projected Date of Pay Increase:** N/A

**Last Date of Pay Increase:**

Date of last pay increase.

**Next Projected Amount of Pay Increase:** N/A

**Last Amount of Pay Increase:**

Amount of last pay increase

**On Leave Dates:** N/A

**Reference Number:**

Assigned by The Work Number