WAGEverify™
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uab.edu/wageverify

Employee User Guide

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Employee FAQs

Table of Contents

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Question:

How can I create a user account?

1. From your internet browser go to www.wageverify.com.

2. Click on **Sign Up**.

3. Enter your email address (this will be your username) and then select the option that

designates you as a current or former employee.

4. Create a password, enter your social security number and date of birth. Click **Create Account**.

Question:
How can I create a user account? (cont.)

5. You will then be emailed an activation link to the email address you've provided. Retrieve this email activation link and follow the instructions to login. NOTE – check your SPAM/JUNK folder if you do not receive the activation link within a few minutes.

6. Notices and disclosures must be agreed to before moving to the next step. Check each box and click **I agree**.

7. A confirmation will be displayed.

Question:

How can I access my Employee Verification Report?

Your Employee Verification Report contains your dates of employment, job title, current employment status, as well as your pay period wage data.

1. Select **New Employment Report**.

2. Choose your employer from the employer dropdown.

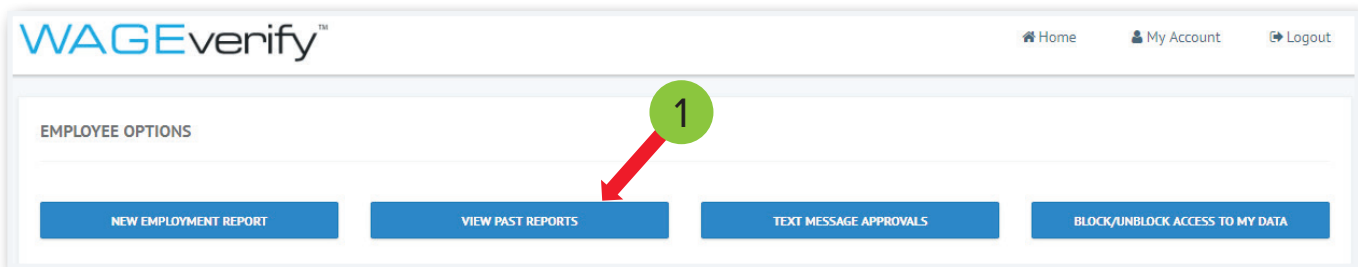3. Choose **Employee Verification Report**.

4. Select **Generate Report**.

Question:

How do I view past reports?

1. Select **View Past Reports**.

2. Select the desired report to view from the list. Past reports can be searched by date range.
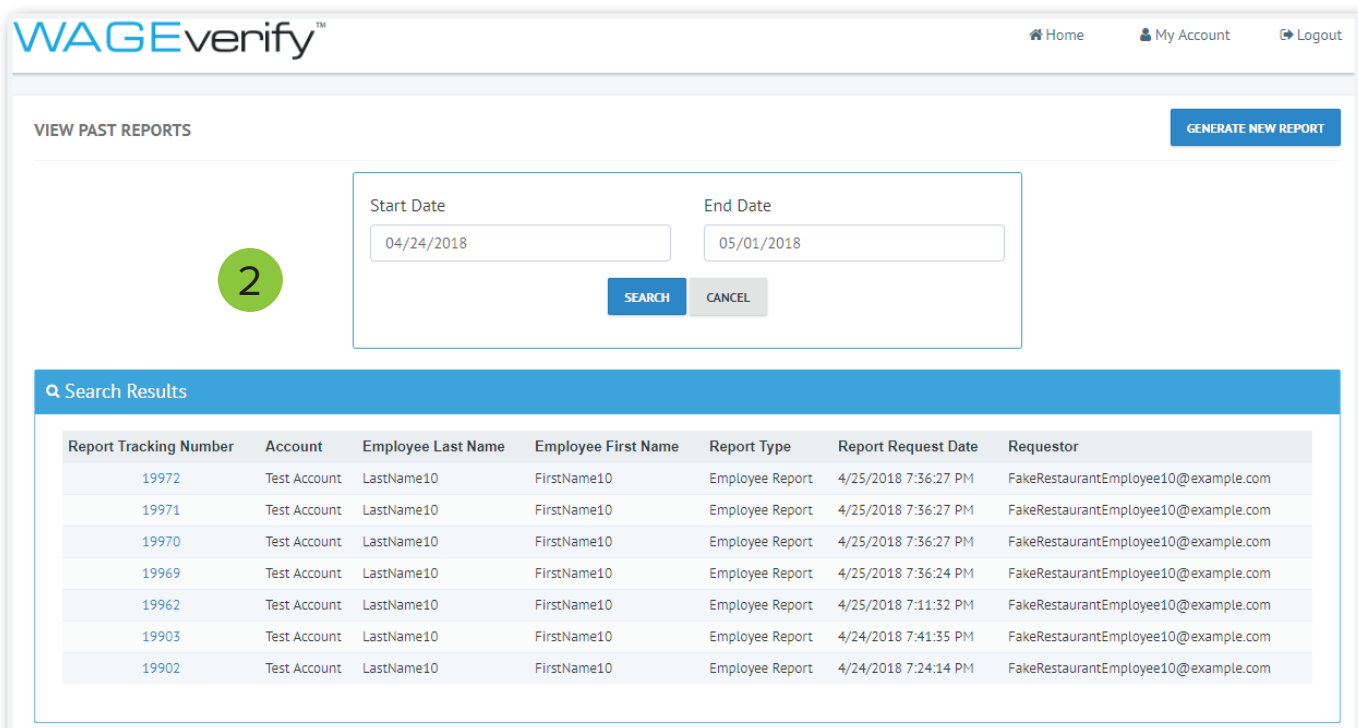
Question:

How can I access my Employee Verification Letter?

Your Employee Verification Letter contains your dates of employment, job title, current employment status, as well as your pay period wage data. This letter is signed by your employer and is typically used by employees when applying for social service entitlements or loan forgiveness programs.

1. Select **New Employment Report**.

2. Choose your employer.

3. Choose **Employee Verification Letter**.

4. Select **Generate Report**.

Question:

How do I enable text message approvals for verifications?

Depending on the account configuration, data controls can be enforced on your data in the form of text message approvals. When enabled, you will receive a text message any time a verifier tries to access a new employment or wage report. You have the option of approving that request by text message, and you will receive confirmation when the transaction is complete.

1. To enable text message approvals, click **Text Message Approval**.

2. Click the checkbox to **Enable Text Message Approvals**.

3. Enter your mobile number and click **Save**.

4. A confirmation text message will be sent to you.
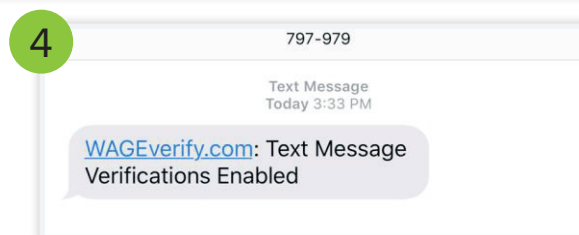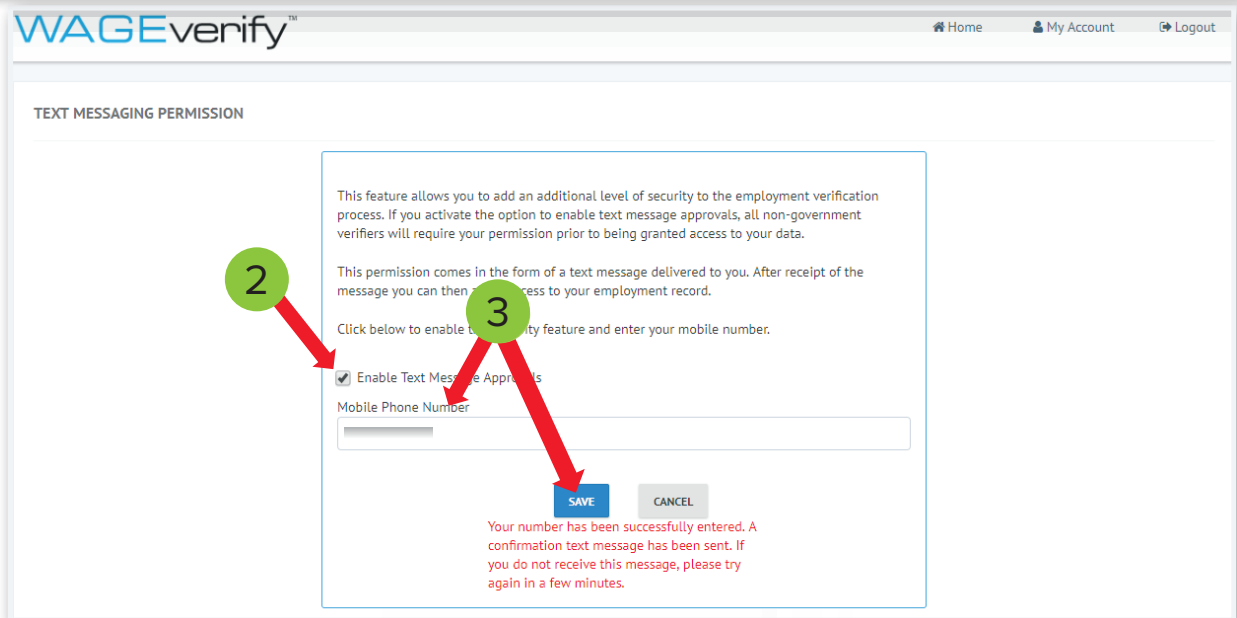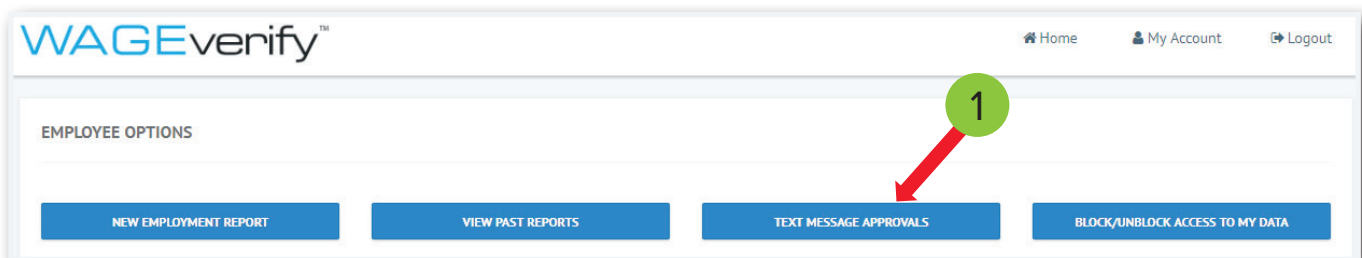
Question:
How do I approve a verification request?

1. When a verifier attempts to access wage and employment information, you will receive a text message with the details of the verifier (their email address and a request for approval). If you are expecting this request (i.e. recently applied for credit), you can approve this request by responding "yes".

2. If you would like to deny the request, you can do so by not responding to the text message.

3. If you approve the data request, the verifier will be notified. Once the verifier runs the wage and employment report, a confirmation text message will be sent that the verification is complete.

1

WAGEverify.com: verifier@verifier.com requested a wage/ employment verification. Respond 'Yes' to approve in the next 24 hours.

3

WAGEverify.com: The Wage/Employment data request from test .employee.1@hiretech .com has completed successfully. Thank You.

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Question:
How do I block/unblock access to my data?

You can block all verifiers from accessing wage and employment data. This will stop WAGEverify.com from providing information to any verifier who may request it. *NOTE: You will not be notified of any blocks while this feature is enabled.
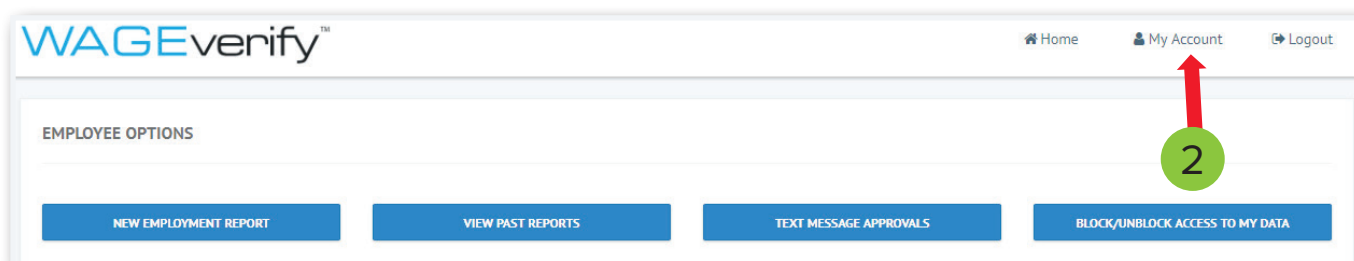
1. To block/unblock access to your data, click **Block/Unblock Access to My Data**.

2. Click the **Block** button to block access to your data. Click the Unblock button to allow data access.

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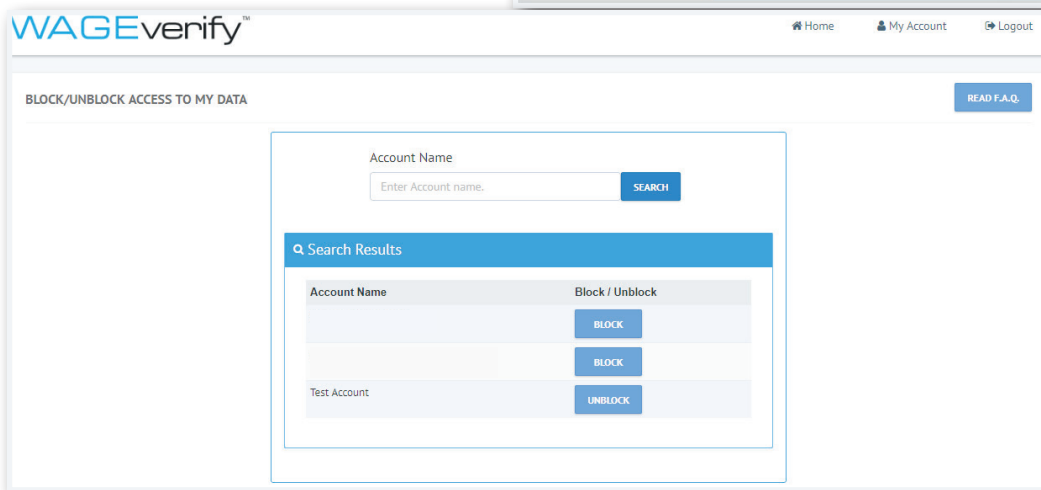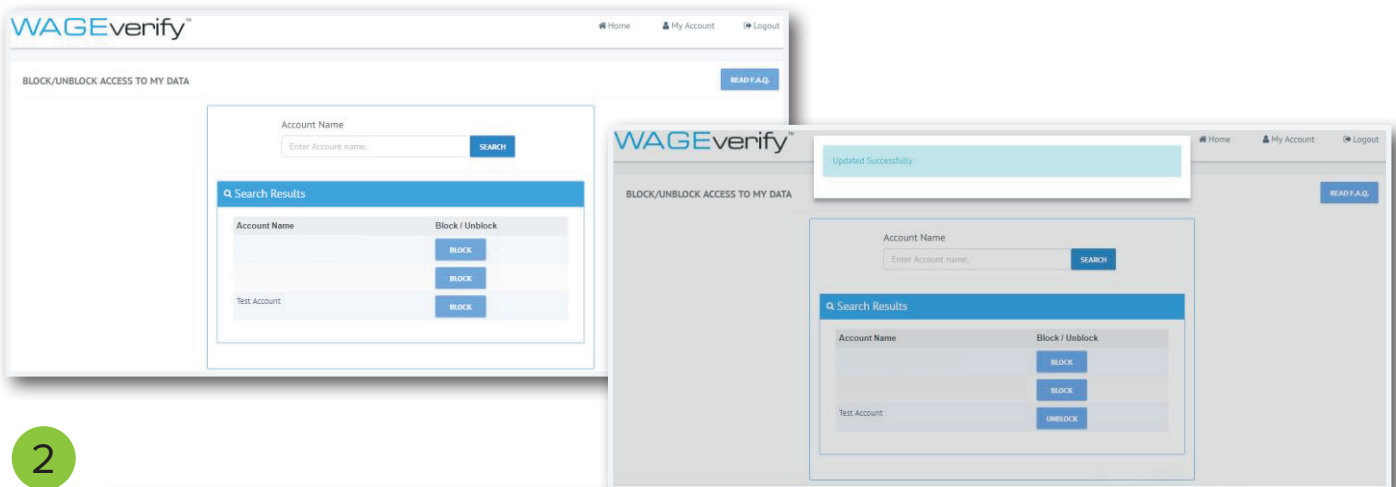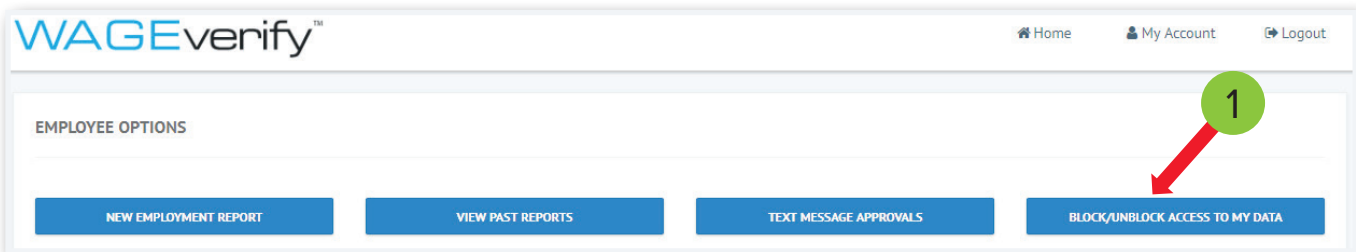
Question:
How do I change my password?

1. Login to your WAGEverify account.

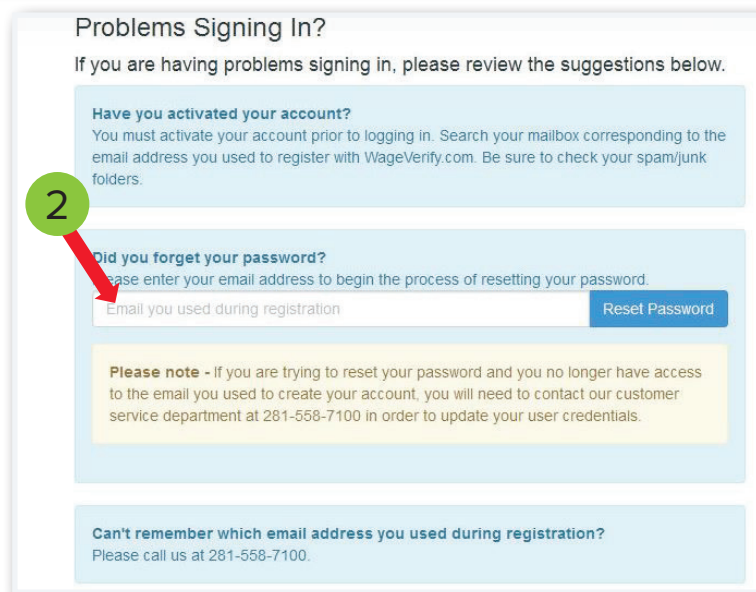2. Select **My Account**.

3. Change your password.

Question:
What if I forget my password?

1. From the WAGEverify login page, select **Problem Signing In**.

2. Enter the email address that was used to create your WAGEverify account.

3. You will be sent an email including a link prompting you to reset your password.

4. Change your password.