



Memo

To: Payroll and Human Resources Contacts
From: Division of Statewide Payroll | Idaho State Controller's Office
Date: February 15, 2023
Subject: Notice: Employment Verification Process Update (Effective January 30, 2023)

The Division of Statewide Payroll and Controller Brandon Woolf are excited to announce upcoming changes to the Employment Verification Process. Moving forward, the State of Idaho will utilize Experian's uConfirm Employment & Income Verification Service. Experian's services are widely utilized by vendors currently and should allow for a seamless transition to the employees.

The steps, outlined below, are expected to further enhance the employees' experience while working with lenders by providing a more efficient and transparent turnaround on inquiries.

Employment Verification Request post-January 30, 2023

To request verification, go to www.experianverify.com and submit your request online. The employer is: the State of Idaho

If you are a government or social service verifier, please submit your request online free of charge at www.experian.com. You can also send your request by email to verify@experian.com or fax to 404-829-1336.

If wage information is needed, a copy of the employee's signed authorization is required. This is already a normal part of the existing process. You will be prompted during the request process to upload or fax the authorization form to Experian Employer Services.

For Additional Resources (Employee & Verifier Instructions) please visit the Employment Verifications webpage on the State Controller's Office website at: <https://www.sco.idaho.gov/LivePages/Employment-Verifications.aspx>.