



ADP SmartCompliance[®] Employment Verification Module

Help close the Compliance Gap by automating the process, reducing risk and avoiding costs to verify income and employment at no charge to you.

As consumers, your employees initiate processes that require you to respond to outside employment and income verification requests. Applying for a loan, credit card, lease or government assistance are just a few occasions in life in which employees need you to verify their employment or income. Also, when an employee has obtained credit or another benefit, the lender or its agent may later need the employee's information to determine whether the employee is qualified to continue to receive the benefit, collect a debt or enforce other obligations undertaken by the employee.

Providing employment and income verifications can raise a number of concerns including:

- Ensuring proper procedures are being followed
- Tracking the true identity of the requestor
- Verifying the requestor has a permissible purpose
- Taking steps to ensure the requestors of income information have a form of consumer consent
- Responding appropriately, accurately and promptly

Your employees are counting on you to respond to employment and income verifications to meet their needs and respect their privacy, but your process to fulfill these requests must be secure, consistent and guarded to help avoid putting your employees' information at risk or creating unnecessary legal risk to your organization.

Simplify with Automation

ADP understands how critical employment and income verifications are to your employees' everyday life. ADP partners with Equifax Workforce Solutions to provide ADP Employment Verification, powered by The Work Number. This module provides a completely automated system for handling employment and income verifications online. This industry-leading system in automated employment and income verifications performs millions of verifications every month. As well, it is the market leader in income

and employment verifications. Not only that, it is the preferred provider to over 200,000 credentialed verifiers including lenders, credit issuers, and social service agencies. Employers nationwide rely on its state of the art security, credentialing, user authentication and audit processes to help ensure the security and lawful use of their employees' data. This system complies with the Fair Credit Reporting Act (FCRA) and other applicable laws to help protect consumers and ensure that verifications are provided only to verifiers/requestors (Verifiers) which have a permissible purpose. Verifiers requesting income information are also required to have consumer consent.

You and Your Employees Benefit

The service and systems are designed to create value for you, your employees and the verifying organizations:

- Access via the internet, 24 hours a day, 7 days a week
- Helps ensure employee information is disclosed only to credentialed and authorized Verifiers
- Provides data from payroll records for the highest degree of information accuracy

Neither you nor your employees pay for these services—Verifiers pay fees for each verification request.

The Right People, Process and System

Organizations of all shapes and sizes, from small privately held companies to some of the largest public corporations, choose the ADP SmartCompliance[®] Employment Verification module to handle verifications for their employee population. Not only does the service help keep employees' information secure and mitigate exposure to unauthorized access, it also relieves administrative burdens and costs. The service allows only credentialed verifiers access to the information they need, helping to ensure your employees' information is secure.

How It Works

Before gaining access to the system, prospective Verifiers undergo a thorough credentialing process that includes verifying their identity. Once credentialed, the Verifier logs on and provides information such as the employee's name and Social Security Number or name and date of birth, and certifies they have a FCRA-permissible purpose. The Verifier then instantly receives the employee's employment information, thereby helping accelerate decisions

This system does not allow third-party collection agents to access employee income information. In a limited number of situations, such as when consent was not clearly granted at the point of application, a Verifier might ask an employee to provide a salary key. If asked to provide a salary key, the employee can obtain step-by-step instructions on completing this process by accessing the system's website. Employers have the ability to block Verifiers' access to individual employee records should a need arise.

Getting Started Is Simple

There is very little implementation effort required from your organization since ADP uses your existing payroll information to fulfill verification requests.

If you do not receive ADP's hosted payroll processing services, you will need to provide the necessary verification data from your ERP on a regular basis.

ADP can assist with setting up an integration for the major ERPs.

About ADP SmartCompliance

The ADP SmartCompliance platform adds a layer of services and best-practice processes to your current HCM solution to help you close the gap between core HCM technology and the myriad of HCM related compliance pressures you may face. This solution marries people, process and service with your technology to help off-load many of the risk-laden, manual and administrative tasks required of you. And it's a scalable solution that can provide continuity as your organization and the legislative landscape continue to evolve.



For more information about the ADP SmartCompliance employment verification module, contact your local ADP Representative or visit www.adp.com/employmentverification

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