

HUMAN RESOURCES

Effective Date: April 2,
2014

Date Revised: N/A

Supersedes:
Policy on Salary
Verifications

Related Policies: N/A

Responsible
Office/Department:
Human Resources
Management

Keywords: salary
verification;
employment verification

Policy on Request for Salary and Employment Verifications

I. Purpose and Scope

Upon request, Human Resources Management responds to salary and employment verification information requests from current or former employees, prospective employers of current or former employees, and other organizations such as financial or lending institutions in a manner consistent with and in accordance with this policy.

II. Definitions

N/A

III. Policy

Human Resources Management will provide salary verifications in writing with the written consent of the employee. Human Resources Management will not provide salary information over the telephone.

With written consent Human Resources Management will provide, in writing or over the phone, dates of employment and titles held.

Salary and employment verification forms from prospective employers, lending institutions, and any other organizations will be handled in accordance with the above.

IV. Additional Information

The Office of Student Employment can verify employment and salary information for students.

HRM does not verify employment information for students.

V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; HRMInfo@neu.edu