



## Employment Verifications

Please refer verifiers (banks, mortgage lenders, or other 3<sup>rd</sup> party vendors) to [InVerify](#), an Human Resources service partner, to provide secure online access to employment and income information. The verifier will be required to register and obtain a login for the InVerify website. Please call (866) 295-7363 or send an email to [support@inverify.net](mailto:support@inverify.net) for customer assistance.

### **InVerify provides three types of reports:**

#### **Employment Verification**

Please refer to the [Employment Verification](#) instructional document to obtain employment status, start date, job title, length of employment, etc. Please note this report will not include income information.

#### **Income Verification**

Please refer to the [Employment Verification](#) document as well as the [Income Key](#) instructional document to obtain payroll data, Year-To-Date wages, historical pay information, etc.

#### **Employee Self-Service**

The employee self-service portal from InVerify is designed for you to have access to your employment and income verification information. You can obtain information regarding your employment by following the [Self-Service Instructional Guide](#).

## Loan Forgiveness Programs – Verification of Employment

Please go to the [Financial Aid & Scholarships](#) web page for information about available loan programs. Some programs require verification of employment as part of their application process.

Possible online resources from which to download the form for FedLoan Servicing include: [Federal Student Aid](#). Download the [Employment Certification Form](#).

Only forms that require employment verification such as the Public Service Loan Forgiveness (PSLF) should come to Payroll Services. The PSLF form **requires a wet signature** and will be mailed to your home address.

- 1) Download the form from the appropriate website. Complete the form **without** the social security number, do not sign it, and save the form as a PDF file.
- 2) Email the form to Sac State Payroll Services at [Payroll\\_Office@csus.edu](mailto:Payroll_Office@csus.edu).
- 3) Please verify that your mailing address is correct via MySacState, Employee Center, Personal Information Summary page and make any edits as necessary.
- 4) Upon receipt of the form, Payroll Services will process within 3-5 business days. The form will then be mailed to you (via USPS) to your mailing address on file.
- 5) Once you receive the completed form from Payroll Services, add your Social Security Number, sign the document and mail it to the requesting agency.