Frequently Asked Questions

Q. What is JobTrax’s [www.verifyjobhistory.com](http://www.verifyjobhistory.com)?

A. An automated service that will provide instant employment verifications to third party verifiers.

Q. What type of Verification will JobTrax complete?

A. Verifications of Employment and/or Employment & Income.

Q. What information gets verified in a verification of employment?

A. Employee’s Name, Hire Date, Termination Date, Employment Status, Last Position Worked.

Q. What additional information gets reported in an Income Verification?

A. Base Salary, Bonus, Overtime, Commissions, Other Income, Total Pay. 3 years of historical income is provided plus Year-to-Date information.

Q. Who’s information will JobTrax verify?

A. Data will be reported on all current employees, employees that terminated after January 1, 2008 and employees who left the University of Toledo through a retirement. Current employee’s income may also be verified.

Q. Is there anything I have to do to have a third party (bank, employer, etc.) verify my employment?

A. Yes, instruct the Verifier to visit [www.verifyjobhistory.com](http://www.verifyjobhistory.com). They will need your First Name, MI, Last Name, DOB or Employee ID and the University employer code which is 2419.

Q. Is there anything different that I have to do to have my income verified?

A. Yes, register as an employee user. Logon and generate an Authorization that you can print or email to your Verifier. ***You do not need to register if you only want to have your employment verified.***

Q. How long are Authorization Codes good for?

A. 60 days.

Q. Once an Authorization Code has been established can it be revoked?

A. Yes, as long as the verifier has not used it, the employee can deactivate any Verifier’s access at any time.

Q. Will HR and Payroll still provide any verbal or written verifications?

A. No, all verifications will be performed by JobTrax.

Q. Is JobTrax’s [www.verifyjobhistory.com](http://www.verifyjobhistory.com) secure?

A. JobTrax uses state of the art encryption to secure all data and transmissions.