

## VERIFICATION OF EMPLOYMENT WORK INSTRUCTIONS (HUM-W002)

### 1.0 SCOPE:

1.1 This work instruction outlines the process of verifying the experience of current or former CMCSS employees.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

2.1 Human Resources Associate

### 3.0 APPROVAL AUTHORITY:

3.1 Chief Human Resources Director

### 4.0 DEFINITIONS:

4.1 VOE: Verification of Employment

4.2 MUNIS: Human Resources and Finance software

### 5.0 WORK INSTRUCTION: THE INFORMATION IS ENTERED INTO AN EXCEL SPREADSHEET IN ORDER TO KEEP TRACK OF ALL PAPER VOE REQUESTS.

**COMPLETE WORK INSTRUCTIONS ARE PASSWORD PROTECTED.**

### 6.0 ASSOCIATED DOCUMENTS

6.1 Request for Verification of Employment (form used by most financial institutions)

6.2 Excel Document

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
VOE signed copy	File	Until VOE is complete	Shred	Secured Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/08		Initial Release

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