



# The Work Number

## Verification Data Elements

### Employees are a Company's #1 Asset

Your human resources team works tirelessly to help ensure employees are engaged, productive, and safe while at work. It doesn't stop there, though. HR departments are also involved in employee's life events, such as mortgages, auto loans, and getting a lease, a cell phone or qualifying for benefits. How? By responding to requests for verifying an employee's employment and income.

At Equifax, our priority is to help your employees experience a quicker, more seamless process when engaged in a variety of consumer activities to help improve their lives. It's simple; remove the stress from the process, so they can get a decision quickly and move on with their lives.

### Accurate and Complete Data

When your company contributes accurate and complete data it helps lead to a more positive employee experience a more efficient HR office. Without the necessary data, employees will have to locate and provide additional documents and your HR office may get requests to help verify missing information.

Equifax has worked with many industry organizations to better understand the exact data needed to set your employees up to get a quicker decision. On the following pages, is a list of data elements needed to successfully implement automated verifications from The Work Number® database and help meet employment, income or social service requests.

### SPRINT 1: Verification of Employment (VOE)

#### Required Data Elements:

- User ID (Can Not Contain Personally Identifiable Information (PII) (Administrative )
- User default PIN (Can Not Contain Personally Identifiable Information (PII) (Administrative)
- Information Current As of Date (Last check date)
- Employer Name
- Employer Headquarters Address
- Division (if applicable)
- Employee's Full Name
- Social Security Number (SSN)
- Employment Status
- Most Recent Start Date
- Original Hire Date
- Job Title
- Employee Email
- Employee Phone Number – cell
- Employee Phone Number – home
- Employee ID
- Date of Birth
- Pay Period Frequency
- Federal Employer Identification Number (FEIN)
- Date of Termination (if applicable)



## SPRINT 2: Verification of Income (VOI) and Social Service Verifications (SSV)

### VOI - Requires VOE Data Elements Plus\*:

- Rate of Pay
- Rate of Pay Description
- Average Hours Per Pay Period
- YTD Gross Total Pay
- YTD Gross Base Pay
- YTD Gross Overtime Pay
- YTD Gross Commission Pay
- YTD Gross Bonus Pay
- YTD Gross Other Income

### Basic SSV - Requires VOE /VOI Data Elements Plus\*\*:

- Employee Home Address
- Historical Pay Period Summary
  - Pay Period End Date
  - Pay Date
  - Total Hours worked per pay period
  - Gross Earnings per pay period
  - Net Pay per pay period

### Enhanced SSV - Requires VOE, VOI and Basic SSV Data Elements Plus:

- Employee Benefits Information
  - Y/N for Medical Insurance Available
- Y/N for Employee Medical Insurance Enrollment

## Optional Data Elements

### Union Affiliation

- Y/N for Membership
- Union Member Number

### Additional Medical Benefits Information

- Y/N for Employee Medical Insurance Eligibility
- Reason for Medical Insurance Ineligibility
- Medical Insurance Eligibility Date
- Next Open Enrollment Date
- Medical Coverage Start Date
- Medical Coverage Termination Date
- Medical Carrier Name
- Medical Carrier Address
- Medical Carrier Phone Number
- Medical Carrier Policy Number
- Medical Group Number
- Medical Coverage Level (self, self+spouse, etc.)
- Annual Cost
- Y/N for Dependent Coverage Availability
- Pay Period Cost to Add Dependent
- Number of Dependents Covered
- Y/N Participating in COBRA
- Dependent Benefits Information
- Dependents covered under medical
- Name
- SSN
- Birth Date

### Dental Benefits Information

- Y/N for Dental Insurance Available
- Y/N for Employee Dental Insurance Eligibility
- Y/N for Employee Dental Insurance Enrollment
- Dental Carrier Name
- Dental Carrier Address
- Dental Carrier Phone Number
- Dental Carrier Policy Number

### Vision Benefits Information

- Y/N for Vision Insurance Availability
- Y/N for Employee Vision Insurance Eligibility
- Y/N for Employee Vision Insurance Enrollment
- Vision Carrier Name
- Vision Carrier Address
- Vision Carrier Phone Number
- Vision Carrier Policy Number
- Worker's Compensation Information
- Y/N for Receiving Workers' Compensation
- Workers' Compensation Carrier Name
- Date of Injury
- Date of Award
- Workers' Compensation Claim Number
- Y/N for Claim Pending
- Work Location (Job Site) Address
- Workers Compensation Department Code
- Worker's Compensation Classification Code

### Payroll Income

- Current Pay Period Pension Income
- Current Pay Period Other Income

### Payroll Withholdings

- Current Pay Period Federal Tax Deduction
- Current Pay Period State Tax Deduction
- Current Pay Period Local Tax Deduction
- Current Pay Period Social Security Administration (FICA) Tax Deduction
- Current Pay Period Medicare Tax Deduction
- Current Pay Period Retirement/401K Deduction
- Current Pay Period Cafeteria Plan Deduction
- Current Pay Period Garnishments Deduction
- Current Pay Period Other Withholdings

### Employment Information

- Reason for Termination
- Employment Status: Leave, Start and End Date

## CONTACT US

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\*Three years of Year To Date (YTD) information is required for commercial verifications. \*\*Three years of pay-period history is recommended for basic social service verifications. Copyright © 2018, Equifax Inc., Atlanta, Georgia. All rights reserved. Equifax and EFX are registered trademarks of Equifax Inc. The Work Number is a registered trademark of TALX Corporation, a wholly owned subsidiary of Equifax Inc. 18-101768