



verification

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Human Resources > Maintenance > Staff Demo > Verification


This tab displays demographic information about an employee in addition to hiring, contract, and salary data. (Contract and salary data is based on the current logged-on pay frequency.) If you find information about the employee that is inaccurate, you can update the data on the applicable maintenance pages.

Employee data on this page for only for verification purposes and cannot be changed on this page.

View demographic and employment data:

Retrieve an existing record.	Search for a record. Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .
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Other functions and features:

 Delete a row.	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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