



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:

[Select a student](#)

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.


- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

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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