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 is display only for verification purposes and cannot be changed.

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.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Documents	View or attach supporting documentation.

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