

Job/Income Verification Frequently Asked Questions

Q How may I have my employment and or income verified for the purpose of securing a loan, credit application or leasing an apartment?

A Go to JobTrax's www.verifyjobhistory.com and register as an employee user.

Q What is JobTrax?

A A service provider BGSU has selected to provide instant employment verifications to third party verifiers.

Q What type of verification will JobTrax complete?

A Verifications of employment and/or employment and income.

Q How long does it take to have my employment or income verified?

A The service will provide the appropriate information instantly for a registered user.

Q What information gets verified in a request to verify employment?

A Employee name, hire date, termination date (if applicable), employment status and last position worked. Note: for students, only the first job assignment will be verified.

Q What additional information gets reported in an income verification?

A Base salary, overtime, other income, total pay, 3 years of historical income, plus year-to-date pay.

Q For whom will JobTrax verify information?

A Current employees, retirees, and employees who have terminated employment after 1992; however verification requests from 1992 to 2004 require a manual search and which may cause some slight delay.

Q What must I do to have a third party (eg. bank, credit card company) verify my employment?

A Inform the verifier to visit www.verifyjobhistory.com . They will need your social security number or employee ID and the BGSU employer code, which is 1419.

Q Is there anything additional that I have to do to have my income verified?

A Yes, register as an employee user by going to www.verifyjobhistory.com, log-on and generate an Authorization Code that you may give or email to your verifier. **You do not need to register if you only want to have your employment verified.**

Q How long are the income verification Authorization Codes good for?

A 60 days.

Q Once an income verification Authorization Code is issued can it be revoked?

A Yes, as long as the verifier has not used it; you can deactivate any verifier's access at any time.

Q Will BGSU Human Resources and Payroll still provide any verbal or written verifications to third party verifiers?

A No. All verification after November 15, 2011 will be performed by JobTrax.

Q How secure is my income information with JobTrax?

A JobTrax uses state of the art encryption to secure all stored data, including SSN encryption for all transmitted data.

Q Q. Does JobTrax sell BGSU information to others Sales and Marketing organizations?

A. No. JobTrax will only provide information to third parties for the expressed purpose of providing a verification or employment or income.