



## Policy 4.88

### Release of Employee Information

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Employee Relations

**Effective Date:** April 02, 2007

**Last Revision:** September 21, 2012

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#### Policy Details

It is the policy of Emory to protect the privacy of each employee. Organizations who wish to verify the employment of a *former* Emory University employee are required to use an automated external employment verification service designated by Emory. Emory uses The Work Number® to provide automated employment and income verifications on our *former* employees. *Current* employees have the option of either using The Work Number® or of having the third party requiring the verification *fax* a request (with your signature authorizing release of income data) to Human Resources Data Services at (404) 727-4008. Emory University.

Employment and income verifications may be required when applying for a mortgage or loan, for reference checking, leasing an apartment, establishing credit or any other instance where proof of employment or income is needed. The individual employee is responsible for authorizing the release of this information to the verifying organization.

Information for Employees: **Emory University Employer Code: 11332**

The Work Number Access Information: [verify.theworknumber.com](http://verify.theworknumber.com)  
[1-800-367-2884](tel:1-800-367-2884)

The Work Number Customer Service: [1-800-996-7566](tel:1-800-996-7566)  
[1-800-424-0253](tel:1-800-424-0253) (TTY-Deaf)

Information for Verifiers:

**Emory University Employer Code: 11332**

The Work Number Access Information: [verify.theworknumber.com](http://verify.theworknumber.com)  
[1-800-367-5690](tel:1-800-367-5690)

The Work Number Customer Service: [1-800-996-7566](tel:1-800-996-7566)  
[1-800-424-0253](tel:1-800-424-0253) (TTY-Deaf)

Information for Social Services Agencies:

**Emory University Employer Code: 11332**

The Work Number Access Information: [verify.theworknumber.com](http://verify.theworknumber.com)  
[1-800-660-3399](tel:1-800-660-3399)

The Work Number Customer Service: [1-800-996-7566](tel:1-800-996-7566)  
[1-800-424-0253](tel:1-800-424-0253) (TTY-Deaf)

All employment and income verification requests for former employees must use this automated service. Current employees are urged to use this convenient service.

Emory University employees handle a variety of confidential matters regarding other employees, clients, and other information. When doing so, it is the employee's responsibility to respect the highest level of privacy for fellow employees. Employees are prohibited from releasing another employee's employment or income verification information. This policy is designed to protect the Emory University and its employees from any potential liability

#### Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.88>
- [verify.theworknumber.com](http://verify.theworknumber.com) ([http://the Work Number website](http://the-work-number.com))

#### Contact Information

Subject	Contact	Phone	Email
Director, Employee Relations	Jeanne D. Thigpen	404-727-7644	persjdt@emory.edu

#### Revision History

- Version Published on: Jun 28, 2007
- Version Published on: Jun 28, 2007 (*Original Publication*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*