Employment Verification [1]

If you need to provide proof that you're a University of Colorado employee, or if you're requesting documentation of an employee's status, use the CCC Verify online verification tool. [2]

When applying for a loan, seeking housing, establishing certain types of insurance or navigating any other common life circumstances, employees may need to provide verification of their income and/or employment status. The university has established an agreement with CCC Verify to provide access to employment and income verification on demand, at any time.

Verify 24/7 through CCC Verify

The CCC Verify tool is a simple, secure and a discreet way to access proof of your employment and income information to organizations when needed. This service is available virtually, 24/7 to provide secure verification of your employment status and income.

The service allows users to provide crucial verification while controlling who has access and being able to review who has accessed their data in the past. You can also update your privacy preferences, dispute the contents of your report and generate an automated letter of employment.

For detailed employment and income verification, you can:

- request a one-time report to share with the organization requesting your information; or
- generate a verification letter: immigration letter, hiring letter or separation letter; or
- give the requesting organization instructions on how to access your information online through the CCC Verify portal

Employees may generate unlimited verification letters and receive one free verification of employment report per year. After this, you will need to **pay for each report**. Employees can refer verifiers to the CCC Verify website where they can obtain employment verifications, income verification and dates of employment at no cost to you (the organization requesting information will need to pay a small fee).

Please note: CCC only has the last two years of employment history for CU employees. For older requests, please reach out to your campus HR department.

Guides and instructions

Employee guide [3]

Instructions for employees

Employees are not required to set up an account in order to provide verification. Your information exists in CCC Verify, and organizations will be able to access it as long as they have a CCC Verify account (many popular lenders do). For those that don't, you can share the verifier instructions with them so that they may register for an account and access your data.

Employees can still register for their own account which will allow you to review your own information and submit a dispute for inaccurate information. You can also see who has viewed your data, issue security keys to limit access to your information or issue a verification report in the event you're working with an organization that doesn't have an account and doesn't want to register and view your information digitally. Ideally, employees should set up their user account before they need to provide a verification report.

1. Go to www.cccverify.com [2]
2. In the tile labeled **Employees**, click the **Get Started** button
3. Enter the last 4 digits of your SSN in the **Your PIN** field at the top of the page.
4. Fill out the rest of the personal information requested. To ensure you can continue to access this information in the event you leave CU, it's best to use a personal email address.
5. Click **Register** and you will see a notice that an email has been sent to the address you provided to complete your registration.
6. Click the link provided in the email — this will bring you to a web page that will confirm your registration is complete.
7. You will then be able to log in to your account through the **Log In** button in the top right of CCC Verify page [2].

Once your account is established, you can access your information through the CCC Verify site.

1. Go to www.cccverify.com [2]
2. Click the **Log in** button in the top right of the page
3. Enter your email address and your password.
4. From your user dashboard, select the service type you need:
    1. **View and Update Data** — to request a report verifying your employment and salary data
    2. **Review Purchased Verifications** — to view the reports you've requested in the past
    3. **Privacy Controls** — to set your preferences for who can view your SSN and for your personal notifications
    4. **Review Access** — to view who has accessed your information and when
    5. **Employment Letter** — to receive an automated letter

6. **Dispute Report Contents** — to submit claims of inaccurate information and view the status of past claims
7. **Salary Keys** — to create and delete security keys to control who can access your data

Instructions for organizations seeking verification

Both corporations and government agencies will use the same sign-up process (provided you or your organization are not already signed up). However, only government verifiers will have access to some of the more detailed employee data, and corporate entities will be charged a small fee to access employee data.

1. Go to www.cccverify.com [2]
2. In the tile labeled **Verifiers**, click the **Get Started** button
3. Enter your individual information and the information for your organization on the registration screen.
4. At the bottom of the registration screen, select the reason for which you'll be accessing employee information per the Fair Credit Reporting Act (FCRA) and confirm your compliance with the FCRA and with CCC Verify's terms of service.
5. Click **Register** and you will see a notice that an email has been sent to the address you provided to complete your registration.
6. Click the link provided in the email — this will bring you to a web page that will confirm your registration is complete.
7. You will then be able to log in to your account through the **Log In** button in the top right of CCC Verify page [2].

Note: Enter **University of Colorado** for the employer field when entering employee information.

Employment and salary details through CU

Employees have other ways to access employment and salary data for verification purposes. You can access some documents through the employee portal, including your pay stubs and IRS Form W-2.

If the service you're seeking doesn't require immediate confirmation of active employment status, you can access your pay information with the following steps:

1. Log in to the **employee portal**
2. Select **CU Resources** (System Employees will default to this page)
3. Click on the **Paychecks** tile OR select "My Info and Pay" from the drop-down menu at the top center of the page and click on the **Paychecks** tile form there
4. You may need to verify your identity [5]
5. Select from the options along the left-hand menu: Paychecks, Direct Deposit, W-4 Tax Information, and View W-2/W-2c Forms

For employment verification directly through the university (you will not receive a response

outside business hours), or for customer service help with CCC Verify, please see the contact information below.

Frequently Asked Questions

How long does it take to receive a verification of employment through CCC Verify?

Once the verifying organization (lender, government agency, etc.) establishes a CCC Verify account to access a verification of employment (VOE), a VOE report can be obtained instantly through the CCC Verify platform [6]. Many popular organizations have already established acounts. Employees are not required to establish their own user account, but it is a beneficial tool to review the accuracy of your data, see who's accessed your information and even issue secuirty keys to control who has access.

Is there a cost to obtain a verification of employment report?

Employees may generate unlimited verification letters (immigration letter, hiring letter or separation letter) and receive one free verification of employment report per year. The cost to run additional reports is determined by CCC Verify. Employees can refer verifiers to the CCC Verify website where they can obtain employment verifications, income verification and dates of employment at no cost to you (the organization requesting information will need to pay a small fee).

If the information on my report is incorrect or not what I need, what should I do?

Submit a dispute claim through CCC before contacting your campus. This is located in the "Dispute Report Contents" tile of your user dashboard in the CCC Verify platform.

If CCC Verify is unable to resolve your dispute, reach out to your campus's HR team via the contact information listed in the 'Additional Help' table of contacts at the bottom of this page. The table also includes a help number for the CCC Verify website for troubleshooting purposes (CCC Verify cannot provide verification over the phone).

What information can the campus provide outside of the CCC Verify platform?

The campus can only provide start date, end date, position held and salary, if requested. Campuses will not provide reference checks or comment on rehire status of former employees.

Questions?

Additional questions or assistance with the CCC Verify website can be obtained by calling the CCC Verify Customer Service Center. **Please note – CCC Verify will not provide verifications via phone or fax.** If you have concerns with the accuracy of your information which CCC Verify cannot resolve, please reach out to your campus HR department listed below.

CONTACTS FOR ADDITIONAL HELP	
Please note: The campuses can only provide start date, end date, position held and salary, if requested. Campuses will not provide reference checks or comment on rehire status of former employees.	
CCC Verify Customer Service Center	855-901-3099
CU Boulder	hrmail@colorado.edu [7]
UCCS	hrhelp@uccs.edu [8]
CU Denver and CU Anschutz	hr.voe@ucdenver.edu [9]
CU System	es.busops@cu.edu [10]

Links

[1] https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/working-cu-system/employment-verification [2] https://www.cccverify.com/ [3] https://www.cu.edu/docs/employment-and-income-verification-guide [4] https://www.cu.edu/docs/access-report-verifiers

[5] https://www.cu.edu/employee-services/mycuedu-security-strengthened-new-authentication-tool

[6] http://www.cccverify.com/ [7] mailto:hrmail@colorado.edu?subject=Employment%20Verification

[8] mailto:hrhelp@uccs.edu?subject=Employment%20Verification

[9] mailto:hr.voe@ucdenver.edu?subject=Employment%20Verification [10] mailto:es.busops@cu.edu