

Employment Verifications *presented by Payroll*

Division of Human Resources and Organizational Effectiveness

April 25, 2023



TEXAS A&M
UNIVERSITY.

Types of Verifications

In addition to processing biweekly & monthly payroll, Payroll oversees Employment Verifications for active and former employees. These include:

- Employment & Salary Verifications
- State Service Verifications
- Public Service Loan Forgiveness Verifications

<https://employees.tamu.edu/payroll/verification/index.html>



Employment and Salary Verifications

*Buying a Vehicle or Home? Renting an Apartment?
Establishing Credit? Applying for a Loan? Seeking
Employment outside the TAMUS System?*



Texas A&M University uses the Work Number ® to provide automated employment and income verification.



Employment and Salary Verifications

Follow the instructions on our webpage to use the Work Number ®.

<https://employees.tamu.edu/payroll/verification/employment-salary.html>

In some cases, a requestor may require their proprietary form be filled out. Direct them to send to payroll@tamu.edu for our verification and form completion.



State Service Verifications

Payroll provides State Service Verifications for:

- TAMU
- TAMHSC
- TAMUG
- TDEM

Current Employees will follow a two-step process for their record in Workday to be updated



State Service Verifications

Step One

- Complete the Employment Verification Request form listing all prior state service
- *Note that prior ISD and/or 2-year Junior College employment is not state service*
- Fax or email the completed form to Payroll. Retain a copy to reference in completing Step Two

Note: This is a required form; Payroll must know how many difference agencies or institutions are involved before we start the review and update process.



State Service Verifications

Step Two

- Complete the Previous State Employment Verification Request form to request your state service time from any Texas State Agency or Institution other than TAMU, TAMUG, TAMHSC or TDEM.
- Forward one completed form directly to each prior entity; it is the employee's responsibility to obtain the mailing, fax or email address of each entity and send to them for form completion (*reference your copy of the form in Step One to ensure you are contacting all prior state employers*)
- An employee **SHOULD NOT** submit this form to Payroll; it must be completed and returned directly to Payroll by each prior entity.



State Service Verifications

Once forms are received from ALL indicated prior entities, Payroll staff will start review and provide written notification to HUB staff of:

- The amount of State Service updated in Workday by Payroll
- Reminder that HUB Staff need to update Service Dates in Workday
- Amount of any missed Longevity or Hazardous Duty pay the employee is owed (*not applicable in all circumstances*).
- HUB staff will need to submit a Payroll Payment Request (PPR) form to Payroll for indicated missed longevity or hazardous duty pay.



How to View State Service Accruals in Workday

From your Workday Home (*Hello / Good Morning / Good Afternoon*) page, click the cloud icon in the upper right corner. If you have your personal picture as an icon, you can click it instead.

- Click View Profile underneath your name
- Click Overview on the Blue Ribbon (left side of screen)
- Click State Service Tab to see your accrual

If you believe your accrual is not accurate, please contact your HUB HR Professional for assistance.



State Service versus Service Dates

State Service Update

In Workday, in a worker's overview, all employees have a State Service tab. Information under this tab lists the total state service months for longevity or hazard duty tracking. This tab is updated by Payroll staff upon receipt and review of a completed Employment Verification Request form and completed Previous State Employment Verification form(s). Payroll then sends a letter to the HR Hub contact, letting them know the state service has been updated and asking that they use this information to update the Service Dates section of Workday.

Service Dates Update


The Hub contact should consult the [Workday Help Job Aid of "Edit Service Dates"](#) to make needed Time Off Service Date entries and check the employees first month of accruals to see if any hours should be added. Payroll cannot edit service dates on behalf of a Hub; edits can only be done by those with the Absence Partner, HR Contact or HR partner role. Please consult with HROE Leave Administration at leave@tamu.edu if you have any questions regarding the Edit Service Dates process.



Public Service Loan Forgiveness (PSLF)

The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

How to Apply for PSLF

 An official website of the United States gov

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Use the PSLF Help Tool for all of the following:

1. Check to see if your employer qualifies.
2. Certify your employment each year.
3. Apply for forgiveness once you've met all the requirements.
4. Generate your PSLF form for signing and submitting to the PSLF servicer.


Student loans from private lenders do not qualify for PSLF



PSLF Tracking

PSLF Program Requirements and Changes

On Oct. 25, 2022, ED announced new regulations to program requirements for PSLF which will go into effect on July 1, 2023. We will provide updates on the implementation of these program changes.

 An official website of the United States government

Federal Student Aid
AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

Top Tip: To ensure you're on the right track, you should submit a *Public Service Loan Forgiveness (PSLF) & Temporary Expanded PSLF (TEPSLF) Certification & Application (PSLF Form)* annually or when you change employers.

US Department of Education office of Federal Student Aid staff use the information you provide on the form to let you know if you are making qualifying PSLF payments. This will help you determine if you're on the right track as early as possible.



PSLF Forbearance Period

Started March 13, 2020, and has continued uninterrupted since:

Student Loan Payment Pause Extended

The student loan payment pause is extended until the U.S. Department of Education is permitted to implement the debt relief program or the litigation is resolved. Payments will restart 60 days later. If the debt relief program has not been implemented and the litigation has not been resolved by June 30, 2023 – payments will resume 60 days after that. We will notify borrowers before payments restart.



Suspended PSLF Payments

Suspended Payments Count Toward PSLF and TEPSLF During the COVID-19 Administrative Forbearance

- If you have a Direct Loan and work full-time for a qualifying employer during the payment suspension (administrative forbearance), then you will receive credit toward PSLF or TEPSLF for the period of suspension as though you made on-time monthly payments in the correct amount while on a qualifying repayment plan.
- To see these qualifying payments reflected in your account, you must submit a PSLF form certifying your employment for the same period of time as the suspension. Your count of qualifying payments toward PSLF is officially updated only when you update your employment certifications.
- *Note: In-grace, in-school, and certain deferment, forbearance, and bankruptcy statuses are not eligible for credit toward PSLF.*
- Have questions? Find out what loans qualify and get additional information about [student loan flexibilities due to the COVID-19 emergency](#).



PSLF Links on Payroll Website

If you are employed by a U. S. federal, state, local, or tribal government or not-for-profit organization, you might be eligible for the [Public Service Loan Forgiveness Program](#).

- Your Loan Servicing Entity or the employee must complete page 1 of the [form](#) before sending to Payroll at payroll@tamu.edu.
- Payroll only needs pages 1 & 2 of the PLSF form from the [Help Tool](#); you do not need to send us the entire packet.
- Payroll will fax the completed form to the Loan Servicing Entity; we also send a copy to the employee via Filex.
- It is the employee's responsibility to follow-up with their Loan Servicing Entity on the status of the forgiveness.



Final Thoughts:

- Payroll verifies Employment for active and former employees
- Payroll updates State Service after all completed forms received
- Payroll provides notification to HUB HR Generalist after state service is updated
- Public Service Loan Forgiveness program is complicated. Discuss with your Loan Servicer and review criteria on federal websites.





Questions?

Payroll
payroll@tamu.edu



Division of Human Resources
& Organizational Effectiveness