	Employee Files and Records, Employment Verifications SOP	SOP 08.10.06
		Effective Date: June 4, 2020

1.0 Standard Operating Procedure (SOP) Purpose

The purpose of this SOP is to define the process and management of Employee Files and Records and Employment Verifications.

2.0 SOP

2.1 Employee Access to Their Employment Files

Current Brown employees can access their employee file in Workday at any time. Historical paper files may be reviewed by requesting an appointment with University Human Resources.

2.2 Access by Other Employees and Supervisors to Employment Files

If employees are being considered for another position within the University, the supervisor of the new position will, upon request, be given access to relevant information about the employee's past performance at Brown. Departments may request a review of employee files as a final step in their hiring process. Brown application forms authorize a review of employment records, however as a courtesy, employees should be notified by the department prior to a review of the file.

2.3 Authorization to Verify Employment or Release References

Releasing to outside third parties information that has not been authorized for release by the employee can have serious implications for the University. Except as required by law, no information from an employee's personnel file will be released either verbally or in writing other than job title and dates of employment for employment verifications. The only exception to this is if the inquiry is internal, coming from another university department that is considering hiring the employee in question.

Inquiries from prospective employers of faculty should be directed to the Work Number where only the employee's job title, most recent hire date, termination date (if no longer employed by Brown) will be provided.

An employee may authorize the release of salary information (e.g., for purposes of credit evaluation) by providing specific authorization for the party (lenders, landlords, etc.) requesting the salary information. Payroll Services is the university entity authorized to respond to, or engage the services of a third party to respond to, inquiries regarding income information.

Employees may access The Work Number to confirm the employment verification information available to prospective employers by logging onto www.theworknumber.com/employees and using 17727 as the employer code. Student employees should use 18111 as the employer code. For the first login, the user ID will be the employee's Social Security Number and the default PIN will be the employee's Workday ID number + the last two digits of their year of birth. This will form an 8-digit PIN number. Any discrepancies in data should immediately be reported to University Human Resources. Verifications of employment or income by a third-party should be directed to The Work Number.

2.4 Changes to Employee Files

Employees may request that relevant documents be added to their employment files. Requests to add or remove documents from an employment file should be submitted to University Human Resources.

3.0 Definitions

For the purpose of this SOP, the term below has the following definition:

Employment File: employment files are maintained electronically. It includes but is not limited to information related to an application for employment, performance appraisals or reviews, documentation of disciplinary action if any, records of transfer, promotion or job change, compensation history and other similar information. An employee file may also include information related to an individual employee's benefits enrollment data, leaves of absence and related information.

4.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

5.0 Related Information

This SOP is not a legal document. This SOP does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and Brown University. The University reserves the right to change, amend or terminate any of its human resources policies or SOPs at any time for any reason.

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

5.1 Related University Policies:
- Hiring Employees for Staff positions
- Pre-Employment Screenings
- Transfer, Promotion or Job Change

- Employee Files and Records, Employment Verifications
  - **5.2 Related SOPs:**
    - Pre-Employment Screenings
  - **5.3 Related Forms:** N/A
  - **5.4 Frequently Asked Questions (FAQs):** N/A
  - **5.5 Other Related Information:**
    - Family Educational Rights and Privacy Act (FERPA)

6.0 SOP Owner and Contact

- **6.1 SOP Owner:** Vice President of University Human Resources
- **6.2 SOP Approved by:** Vice President of University Human Resources
- **6.3 Contact Information:** HR Service Center & Student Employment Manager
  - Telephone: 401-863-9875
  - Email: dataintegrity@brown.edu

7.0 SOP History

- **7.1 SOP Effective Date:** June 4, 2020
- **7.2 SOP Last Reviewed:** N/A
- **7.3 SOP Update/Review Summary:** Formatted to comply with the new University SOP Template.