

TIGER *Facts*

<https://hrnet.uihr.uillinois.edu/tiger>

TIGER, the **T**ransaction **I**nterface for **G**ranting **E**xternal **R**equests, is an electronic environment maintained by the University of Illinois Office of Human Resources that enables external organizations to access selected University of Illinois information regarding the status of an employee. The TIGER verification system allows University Employees to establish a temporary Vendor Access Number (VAN) that will allow an outside vendor to view their information. The employee has the option of specifying the level of information that can be viewed with the VAN that they create. Multiple VANs may be established by the employee, but each VAN can only be used once.

WHY USE TIGER?

Using TIGER, employees can allow a vendor (mortgage company, bank, etc) immediate access to their employment verification. This eliminates the waiting period normally associated with submitting such a request through Human Resources. As soon as the employee has established the VAN for a vendor, the information is available to that vendor.

WHO MAY USE TIGER?

Any employee eligible to use NESSIE may establish a VAN for the purpose of using TIGER. Outside vendors access the information either via the Internet.

WHEN IS TIGER AVAILABLE?

Tiger is available during NESSIE operating hours: Monday through Saturday 6:30am to 10pm and Sunday 12pm to 10pm. During this time, employees may create VANs using NESSIE, and vendors may access employment verification information using TIGER.

WHAT DOES THE EMPLOYEE DO?

Access NESSIE (<http://nessie.uihr.uillinois.edu>) and select the **Personal Info** tab. Select the **Employment Verification System** link and hit Continue to log in with your NetID, Password, and PIN. Select **Establish Vendor Access Number** and Continue. Proceed by reading each screen carefully and following the on-screen instructions to establish a VAN. When you are finished, give the VAN to your lending institution, and remind them that the VAN may only be used one time.

HOW DOES THE VENDOR USE TIGER?

TIGER can be accessed via the Internet at <https://hrnet.uihr.uillinois.edu/tiger>
Vendors must use a browser that is secure socket layer (SSL) compliant. Netscape Navigator 4.06 or higher, or Internet Explorer 4.01 or higher (Windows), 4.51 or higher (Macintosh) are recommended. Once the vendor accesses TIGER using the web address above, he or she is prompted to enter the employee's SSN and the VAN provided by the employee. The employment verification information will appear on the screen and may be printed through the web browser.

Questions? Contact the HR Help Desk at:

UIC: (312) 413-4848 or email uichrnessie@uillinois.edu

UIS: (217) 206-7015 or email hric@uis.edu

UIUC: (217) 265-5620 or (866) 669-4772

or email hric-urbana@uillinois.edu

