Employment Verification System

Verifying the employment of a University of Illinois faculty or staff member is a simple process completed entirely online using our Employment Verification System. Use of the online system eliminates the long processing time formerly associated with fax or phone requests and allows almost immediate access to the employee's verification information.

WHAT DOES THE EMPLOYEE DO?

Set up a one-time use VAN in NESSIE:

1. Access NESSIE at **http://nessie.uihr.uillinois.edu**
2. Select the **Personal Info** tab, then click the **Employment Verification System** link.
3. Read Frequently Asked Questions for more information, then select **Continue**.
4. Login using your NetID and Password.
5. Enter your NESSIE Personal Identification Number (PIN) and click Continue.
6. Select **Establish a Temporary Vender Access Number (VAN)**.
8. Create a 4-digit Vendor Access Number and select a level of authorization (you decide if you want the business/vendor to view verification only or verification and earnings information), then click Continue. You will receive an email notification that a VAN has been created.
9. Provide your VAN and the web address to the TIGER system to your business/vendor. Remind them that the VAN can only be used one time.

WHAT DOES THE BUSINESS/VENDOR DO?

Use the VAN and the employee's SSN to access Employment Verification information online:

1. Access TIGER at **https://hrnet.uihr.uillinois.edu/tiger** and follow the on-screen instructions.
2. Select the **University of Illinois Employment Verification** link.
3. When prompted, enter the employee's Social Security Number and the **Vender Access Number (VAN)** provided by the employee, select **Submit**.
5. Employment Verification information will appear onscreen and can be printed using the web browser.
6. Once a VAN has been used, it is no longer available.

MORE INFORMATION ON TIGER:
TIGER, the **T**ransaction **I**nterface for **G**ranting **E**xternal **R**equests, is an electronic application maintained by the University of Illinois Office of Human Resources that enables external organizations to view selected University of Illinois information regarding the status of an employee. Using NESSIE, the employee establishes a temporary Vendor Access number (VAN) which allows an outside vendor to view his or her information with TIGER.

WHY USE TIGER?
Using TIGER, a business or vendor (i.e., mortgage company, bank, housing manager) has immediate access to the employment verification information. 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?
Vendors who have been provided a VAN and a Social Security Number from a University employee may use TIGER to view that employee's information.

WHEN IS TIGER AVAILABLE?
Tiger is available during NESSIE operating hours: 24 hours a day, Monday through Saturday, and noon to 10 PM on Sunday. During this time, employees may create PINs using NESSIE, and vendors may access employment verification information using TIGER.

HELP WITH TIGER:
If you need assistance using the TIGER system, please contact the appropriate campus Human Resources office:
Chicago: 312-413-4848 | Springfield: 217-206-7015 | Urbana: 217-265-5620 option 2