Guide

Employment Verification Services (EVS)

Sage

Sage Employment Verification Services (EVS)

What is Employment Verification?

Employment Verification is a new free service which offers huge value to you and your employees by simplifying the loan application process by automating and controlling the sharing of employee & pay information with a lender in a secure environment.

It is a critical step when applying for credit as a lender needs this information to properly assess and approve loan applications.

Our Employment Verification Services (EVS) streamline the process of an earnings check against a verified data source (payroll), benefiting lenders, employees, and employers by securely providing instant employment information, with controlled consent for each application.

What are the benefits?

Employees, employers, and Financial Service providers can all benefit from using Employment Verification through a secure, automated service provided by Sage.

Benefits for Employees:

Employees can enjoy peace of mind, supported by a secure, fully digital process.

- Ensure employment and income data is secure, reducing the potential for fraud.
- Controlled consent to share data directly from Sage Payroll products for loan applications, mortgages and more.
- Save time with a fully digital process – there's no need to produce hard copies of payslips or manually share other information.

Benefits for Employers:

Employers can reduce the burden of manual requests and improve the employee experience for colleagues.

- Provide employees with direct access to their individual payroll data for credit and other applications, eliminating the need for manual payslips to be provided.
- Save time, resource, and costs by cutting out the hassle of sharing hard copy or digital data with employees.
- Leverage Sage Payroll data for an automated, digital employment verification process that saves time.

Benefits for Financial Service Providers

Financial Service Providers can improve speed and accuracy when approving credit applications.

- Access to secure and reliable information from a trusted and secure source.
- Improved decision making with accurate and up-to-date pay information.
- Deliver a much better customer experience by speeding up the process, reducing stress for the applicant.

How does Employment Verification (EV) work?

Step 1: An Employee begins the application process with their selected service provider. Whether it's a loan, mortgage, or another application, your employee starts the online process with their service provider as usual.

Step 2: The Employee provides Consent for data verification. Your employee gives consent to the service provider to verify the data through our trusted partners.

Step 3: Data verification - the employee's data is verified and checked within the service. The trusted partner ensures they have the required information to progress the employment and/or income verification.

Step 4: Records are identified and shared with the service provider. Once the employee's data is identified, the verified data is shared securely with the service provider.

How is my data protected?

Sage customers and their employees will always be in complete control of their data. Employee data will only ever be shared when an employee requests it, following a clear four step process from application to verification. It's only possible to use if the Employment Verification feature is enabled in Sage Payroll products.

Ensuring the security of our customers' personal information is our top priority. Rest assured; we have implemented robust measures to safeguard your data.

Is employee consent needed for every application?

Yes. The service provider needs your employee's consent for every application before they can request data. This is to make sure employees always have control over the personal data that they share.

Get Started with Employee Verification (EVS)

To get started with EVS, you will need to sign-in and create a Sage ID. Please refer to the steps below for your respective product.

- Sage Pastel Payroll
- Sage VIP Premier/Classic
- Sage Payroll Professional (SBCPP): No action required. As a native cloud product this is automatically available with the application.

What is Sage ID?

When you register for a Sage ID, a unique digital identity is created which provides access to the Sage Business Cloud ecosystem, with a range of services available.

There are 3 core components:

1. Digital Identity (ID) A way to uniquely identify an individual and how they interact with Sage.
2. Identity Management System (IdMS) A technology platform that allows the user to log in and authenticate, managing the process and user interface of the platform.
3. Identity Provider (IdP) A service that stores and verifies the user ID, essentially keeping a record of your login preferences.

What are the benefits of using a Sage ID?

A Sage ID is your ticket to access the following services, and we'll be unveiling more offerings soon.

- **Sage Knowledge Base**
  All the help & support you need, whether it's installing the latest update, instruction on how to meet the latest legislative requirements, and ways to get more from your software.
- **Community Hub**
  Find out the latest news from Sage, get updates on changes that will impact your business, link with other Sage users, accountants & partners to ask questions, share expertise and build your network.
- **Sage University**
  Get access to all the training you need to ensure you get the most out of your software. Upskill your team through digital & face to face training in a format which works for you.
- **Employment Verification**
  Allows Sage Payroll users to automate their employee's verification process when applying for credit that necessitates an employment check as part of the process

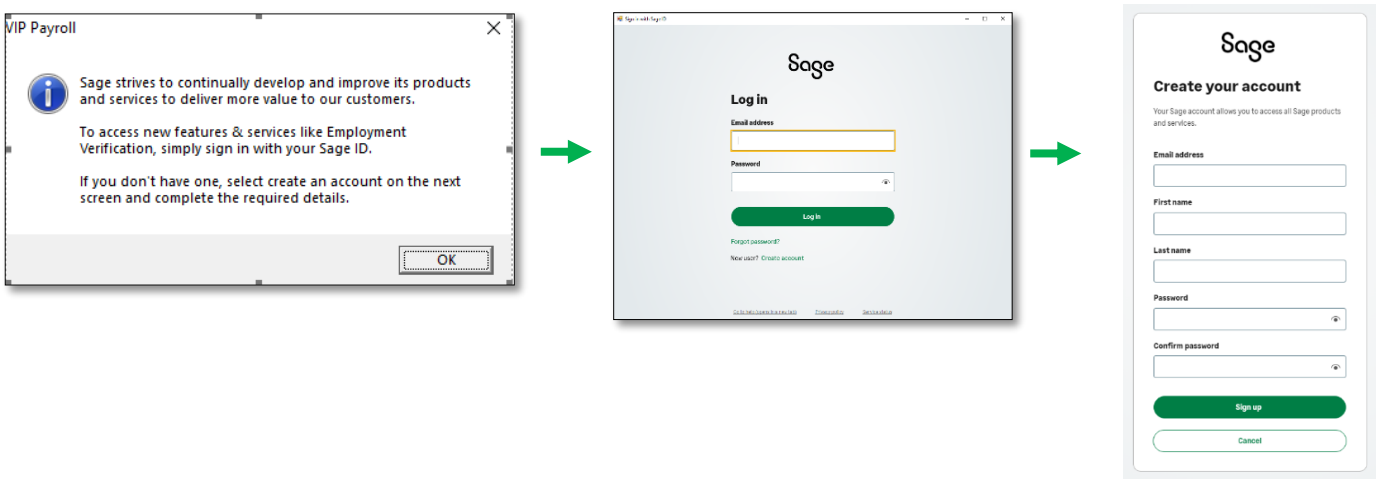
How do I create a Sage ID?

Sage VIP Premier/Classic

Step 1: Please ensure you first update to Release 6.1b

Step 2: Once the update installs, please follow the steps below:

If the message below appears, you will need to click 'OK'. You will then either enter your Sage ID or click on **create account** to create a new Sage ID.



What must I do if my company does not want to make use of this functionality?

You can do this via the Company Miscellaneous screen. Navigate to Tab 4, and simply untick the option "Employment Verification Ready". You will need to tick this option should you wish to reactivate the service at a later stage.

Is it possible to exclude only certain employees from this service?

Yes, you can exclude selected employees.

Simply navigate to the Employee Information screen and select the Analysis details tab. Simply untick the "Employment Verification Ready" tick and the employee's data will be excluded from the service.

How do I create a Sage ID?

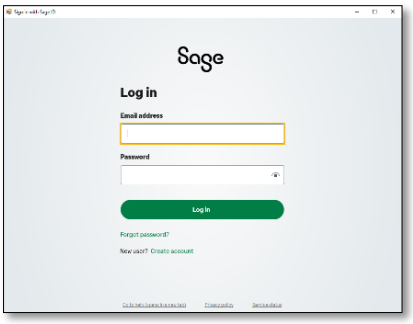
Sage Pastel Payroll

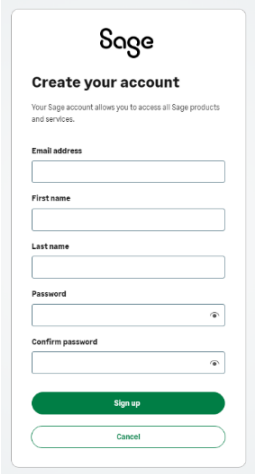
Step 1: Please ensure you first update to 2024 Update 2a

Step 2: Once the update has completed, simply log into your company.

When accessing your company, a message will display highlighting the latest additions to Sage Pastel Payroll.

Please follow the steps below to login using your Sage ID credentials. If you do not have Sage ID credentials, you can choose to create an account via the form below.



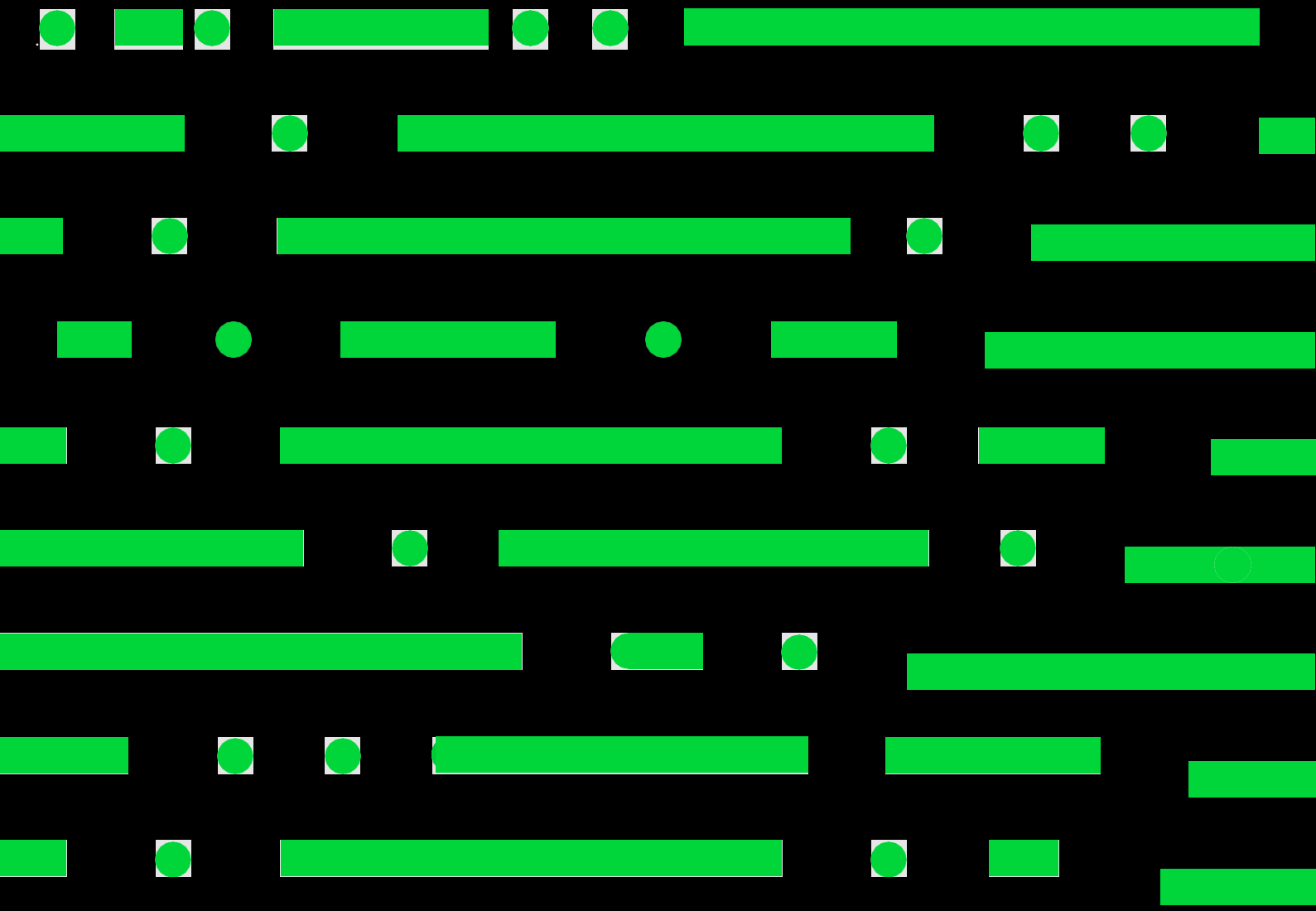


What must I do if my company does not want to make use of this functionality?

You can disable the Employment Verification service by navigating to Setup > Company Parameters. Under the Company Information tab, simply deselect the option ‘Employment Verification’.

Is it possible to exclude only certain employees from this service?

Yes, you can exclude selected employees by navigating to Setup > Employee Masterfile > Personal. Under the Preferences tab, deselect the option ‘Employment Verification’.



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