



# 30-minute Lunch & Learn Webinar Series

Employment Verification -  
Alternatives to help  
lower cost

JANUARY 30, 2025

# Legal Disclaimer

- The information and opinions expressed are for educational purposes only and are based on current practice, industry related knowledge and business expertise. The information provided shall not be construed as legal advice, express or implied.

# Presenters



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President / COO



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Compliance / Special  
Projects Manager



**Heather  
Halbrook-Fraser**

Client Relations Specialist

# Agenda



## Our people

Presenters

Brad Odil  
Stephanie Pier  
Heather Halbrook-Fraser



## 2025

RSI Employment Verification 2024 results  
Employment Verification Workflow  
The Work Number  
Value  
Access Fee changes  
The Work Number – personal report  
IRS Form 4506-C  
Purpose  
Workflow  
Reporting Standard / Cost  
W-2 required docs

Integrations reminder



## Closing

Questions and Answers

[sales@referenceservices.com](mailto:sales@referenceservices.com)

# Why Employment Verification?

## Why this topic?

- Importance of Employment Verification
  - Confirming accuracy
  - Ensuring skills and experience
  - Preventing fraud
  - Mitigating risk
  - Identifying gaps in employment or fabrication of titles
  - Understanding the reason for resignation
  - Compliance – FCRA, HIPPA, etc.
  - Preventing discrimination
- Rising access fee to The Work Number
  - \$19.95 in 2019 / \$95.92 in 2025
- Decision = Cost vs Turn-Around Time requirements vs Data collected

Avoiding additional  
Risk...

1. Verifying applicant  
provided contacts
2. ID Verification  
Services

# RSI Employment Verification - 2024

If the applicant has not provided RSI employment verification proof, we source The Work Number first.

- Study of RSI Employment Verification performance
  - Last 20k+ verifications
    - The Work Number = 40%
    - Calls to employers = 50%
    - Other Third-Party = 10%
- Decision = Cost vs Turn-Around Time requirements vs Data collected

# Typical workflow - RSI Software

- Order is sent to RSI via a “package” of services or a single Employment Verification order.
  - The order most likely includes last 3 employers and applicant personal data.
- RSI sources The Work Numbers “Employment Data Report – ALL ”
  - The Work Number will return all results on file, if any
  - Any time results are found on TWN, RSI will pass through the fee of \$95.92
- RSI will verify applicant submitted data vs The Work Number Results
- RSI will contact any outstanding employers not found on TWN
- RSI will close the order and send the completed report
  - Typical TAT 48 hours or less

# Why use The Work Number?

Equifax owns The Work Number and claims to have over 50% of the “employer businesses” in their database.

- TWN claims
  - 10% more data since July 2023
  - 3.4+ million employers contribute to their data
    - 6.1m employer businesses
    - 26.5m non-employer businesses
      - Source: Small Business & Entrepreneurship Council
  - 695m+ records
- Same Day TAT
- Beginning January 1<sup>st</sup>, the rate increased from \$87.20 to \$95.92.
  - This is an RSI negotiated discount
  - Normal rate is \$119

**EQUIFAX**<sup>®</sup>

The Work  
Number<sup>®</sup>





# Alternatives using RSI “Required Forms”

- With our QuickApp technology, applicants receive a text or email to input personal data and sign authorization forms
- Daily reminder emails to applicant
- RSI can add “Required” documents in the Applicant Portal

*Applicant Portal used for required documents, applicant messages, obtaining copy of report:*

The screenshot displays the Reference Services, Inc. Applicant Portal. At the top, there is a navigation bar with 'Home', 'Documents', 'Messages', and 'Logout' options. The main content area is titled 'Welcome' and includes a bilingual welcome message: 'Welcome to Reference Services, Inc.'s applicant portal. Bienvenido al portal de solicitantes de Reference Services, Inc.' Below this, there is a paragraph in English and Spanish explaining the portal's purpose. A table-like section provides applicant details: Applicant Name (HANK MESS), Ref/File Number (116240), and File Created On (September 24th, 2024). A 'Screening Information' section at the bottom shows '0 Unread Messages', 'No Required Documents', and 'Report Status is Complete'. A 'View Report' button is highlighted in yellow.

# 1. The Work Number – Employee Request

RSI can add a required document request

- Employee submit their own The Work Number report
  - Individual reports are free
- Log in to the employee section of the The Work Number website or call the employee service center at (866) 222-5880
  - This report is called an "Employment Data Report" (EDR)
- Considerations...
  - How long will it take for the applicant to process the order and return it to RSI?

# 2. IRS Form 4506-C

## (IVES)Income Verification Express Service

- Request Federal form 4506-C – authorization to release tax records
  - Form 4506-C prefilled with RSI info
  - Add Personal data
  - Electronic Signature
  - 3 Day TAT once received from applicant
  - Fee for 3 yr. data – Approx. \$35
- Considerations...
  - Form will be available to the applicant in the RSI portal.
  - Reduced cost from The Work Number.
  - How long will it take for the applicant to process the form?
  - Data does not provide exact employment dates.
    - Will provide additional income information for verification if needed.

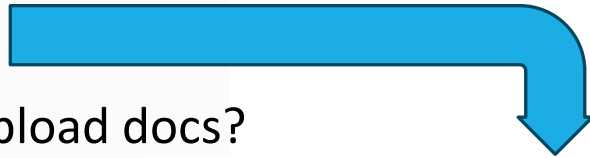


# 3. Required form – W2



RSI can add required documents for the applicant to submit to RSI when using our Quick APP / Applicant Portal process

- Request a copy of all W2's or IRS Transcripts for the desired time-period
- Considerations...
  - Does the applicant have the W2's readily available?
  - Can they access IRS.gov for transcripts?
    - Transcripts show limited employer data
  - How long will it take for the applicant to upload docs?
  - Does not provide exact employment dates
  - No additional third-party fees



```
Employer:  
Employer Identification Number (EIN):XXXXX1235  
REFE  
101 PL
```

# Current Integrations



Jobvite

JazzHR

talentReef

symplr

CADIENT  
TALENT

SAP SuccessFactors  
SAP

UKG  
Our purpose is people

CERIDIAN  
Dayforce

KRONOS

bambooHR

icims

KeneXa  
an IBM Company

workday

paylocity

Applicant PRO

PEOPLEADMIN  
A PowerSchool Company

tenstreet

Hirelink

# RSI Chrome Extension



Title	Candidates	Status	Requisition-specific candidate Status	Next Steps (Req)	Requisition-specific Reason for Rejection	ACE	Req Rank	Act
SPD Carpenter Careers Website	1	Open	Application Received	Phone Screen				

Edit Send To Forms Printable View More

**Candidate Information:**

First name: Jeremy	Street address: 875 S 300 N
Last name: Kohler	City: St.George
Middle:	State/Territory: US-UT
Phone #: 4358177787	ZIP/Postal code: 84770
Mobile #: 4358177787	Country: United States
Email: jeremy.kohler@yahoo.com	

**Main Status Details:**

Main status: Submitted	Start date:
Hired date:	

**Resume and Cover Letter:**

Attach resume:

Cover Letter: Hunter Engineering Company, a leading manufacturer of automotive service equipment, seeks a Field Service Representative for the Company's St. George, UT market. Hunter Field Service Representatives are independent contractors who install and service HUNTER® quality-branded equipment and on basic equipment operation. The position requires excellent customer service and communication skills in addition to strong technical ability.

We found the following phone numbers or emails on this page

If the email or phone number is incorrect, you can adjust that information on this page or after you click the "start order process" button.

Jeremy.kohler@yahoo.com

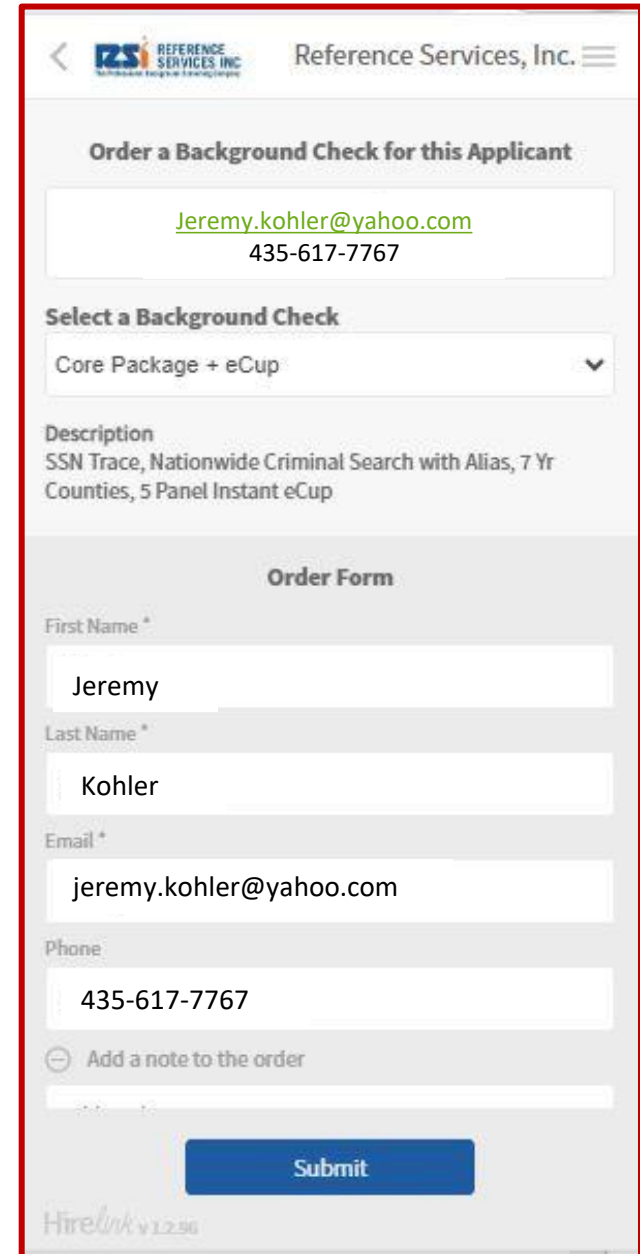
435-617-7767

Start Order Process



# RSI Chrome Extension

1. Add applicant name
  2. Select background screening custom package
  3. Select work location – system supports multi-location child accounts, if needed
  4. Submit
- System then sends Quick App email / text from the RSI system to applicant to capture personal data and authorization forms



The screenshot shows the RSI Chrome Extension interface for ordering a background check. At the top, there is a navigation bar with the RSI logo and the text "Reference Services, Inc.". Below this, the main heading is "Order a Background Check for this Applicant". A text box contains the email address "Jeremy.kohler@yahoo.com" and the phone number "435-617-7767". A dropdown menu labeled "Select a Background Check" is set to "Core Package + eCup". Below this, a "Description" section reads: "SSN Trace, Nationwide Criminal Search with Alias, 7 Yr Counties, 5 Panel Instant eCup". The "Order Form" section includes input fields for "First Name" (Jeremy), "Last Name" (Kohler), "Email" (jeremy.kohler@yahoo.com), and "Phone" (435-617-7767). There is also a section for "Add a note to the order" with a text input field. A blue "Submit" button is at the bottom. The footer of the form includes the text "HireLink v12.56".

# Key Takeaways



- Employment Verification plays an important role to onboarding new employees
- The Work Number claims to source over 50% of the “employer business”
- The Work Number fee is increasing annually
- There are alternative to TWN but must consider TAT and data retrieved
  - Personal Work Number report, free to applicant
  - IRS Form 4506-C
  - W-2
- Lots of Integration options
  - RSI Chrome Extension
- ***Reminder – check the RSI News and Announcement often for important updates***
- [help@referenceservices.com](mailto:help@referenceservices.com)





Thank you

[sales@referenceservices.com](mailto:sales@referenceservices.com)