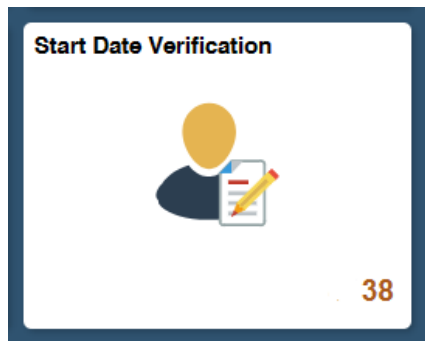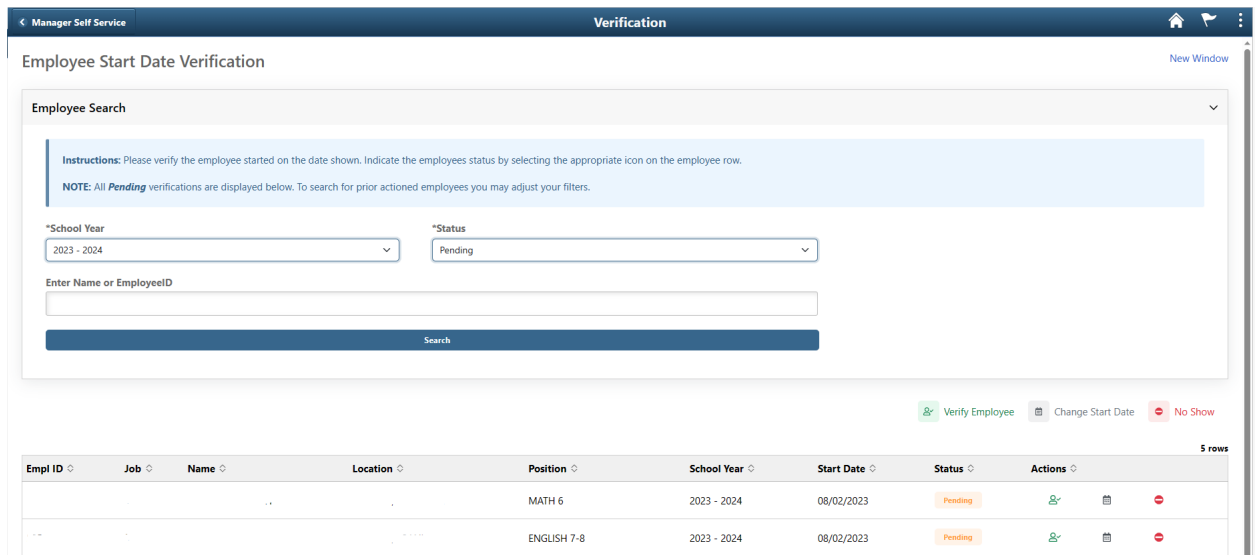# Start Date Verification Process

The verification process is available to all level one and two approvers. The process allows the site to verify new hires, transfers, and returning employees throughout the calendar year. Through the validation process, the Human Resources Division is notified when employees start, do not start, or require a new start date at your site.

1. In the Manager Self Service portal, locate the Start Date Verification tile shown below. Click on the tile; the number in the bottom right indicates how many records are ready to be reviewed and validated.

2. The verification page will open and a list of employees will populate.

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3. To verify a pending employee that started their assignment at your site. Click the designated action icon, verify the employee and no other action is required once you confirm. A notification is sent to HR validating the new employee at your site is verified.

4. To change a pending employee that requires a start date change, click the designated action icon and change the start date and confirm. HR is notified and will process the new start date. The employee will reappear with a pending status once HR updates.

5. To no show a pending employee that did not report to your site. Click the designated action no show, and Human Resources is notified. New employees require no further action once confirmed. For returning or transferred employees at your site, reach out to the employee first before completing the no show action. If the site is unable to reach the employee the site administrator must contact Employee Management Relations. EMR will give the site instructions and HR will follow up with the site administrator for more information.

For assistance with the verification process, please call the following numbers below based on the employee group.

Licensed employee verifications, call 702-799-2812 option 1.

Support professional employee verifications, call 702-799-2812 option 2.

Administrative employee verifications, call 702-799-2812 option 4.

Employee Management Relations, call 702-799-0210 (must be a site administrator).