ADMINISTRATIVE POLICY
EMPLOYEE IDENTITY VERIFICATION
This policy pertains to employees.

Verifying an employee's identity is an important task that helps keep employee data secure and maintains the integrity of our records.

Scope
This policy applies to the verification of all current and former employees, contingent workers, and any other individual performing work on behalf of Fox Valley Technical College.

Definitions
Requestor: The individual whose identity must be verified before any information is released or modified. This includes current or former employees, contingent workers, or any individual requesting access to or changes in employment-related or system-related data.

Verifier: The authorized Fox Valley Technical College staff member responsible for confirming the identity of the requestor before fulfilling any request.

Policy
All information requests should be directed to Human Resources (verifier) when requesting payroll documents, employment verification, benefit information and other related information.

All technology-related requests such as password assistance or multi-factor authentication settings should be directed to the IT Helpdesk (verifier). Employee identity verification happens electronically using secure login when employees access college systems.

Physical access and security requests including employee badges, keys, and accessing locked rooms and/or buildings should be directed to Security Services (verifier).

The verifier must ensure the request aligns with the verifier's job responsibilities and follow official verification procedures.

Verifiers are required to follow the Employee Identity Verification Procedure documentation provided by Fox Valley Technical College. This includes step-by-step instructions for verifying identity and managing system access.

Related resources:
Employee Identity Verification Procedure

Adopted: 09/18/2025
Reviewed: 09/02/2025
Revised: XX/XX/XXXX