

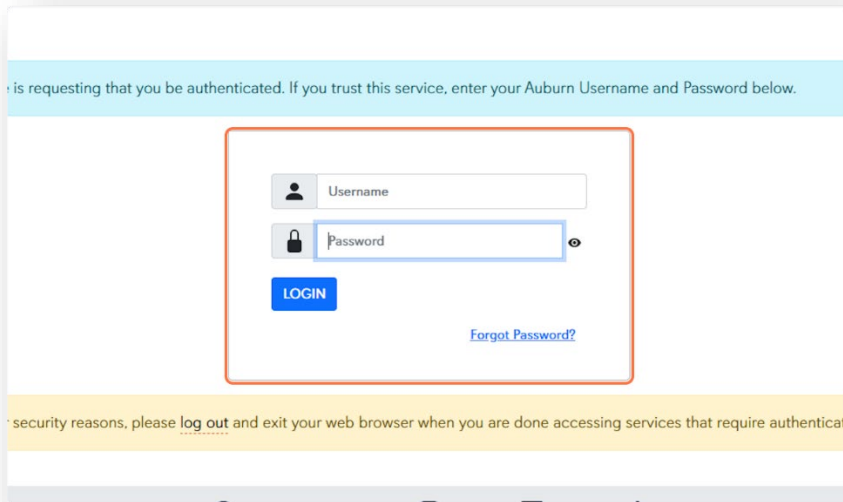


Employment Record Verification (ERV)

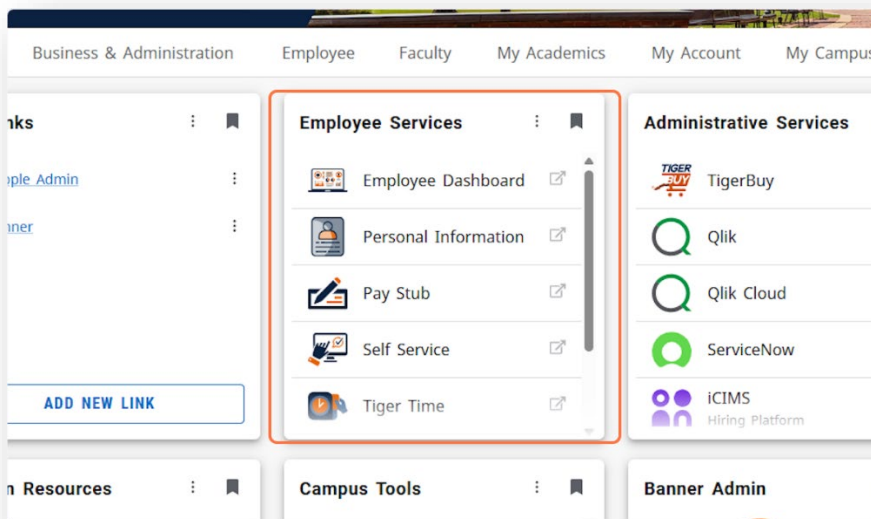
The Employee Record Verification provides a quick snapshot of a student's eligibility for employment by showing key academic details, recent enrollment history, required certifications, background check status, and any active job assignments. This section helps confirm that the student is actively enrolled, compliant with screening requirements, and eligible to hold additional positions.

How to Access:

1. Log in to **AU Access**

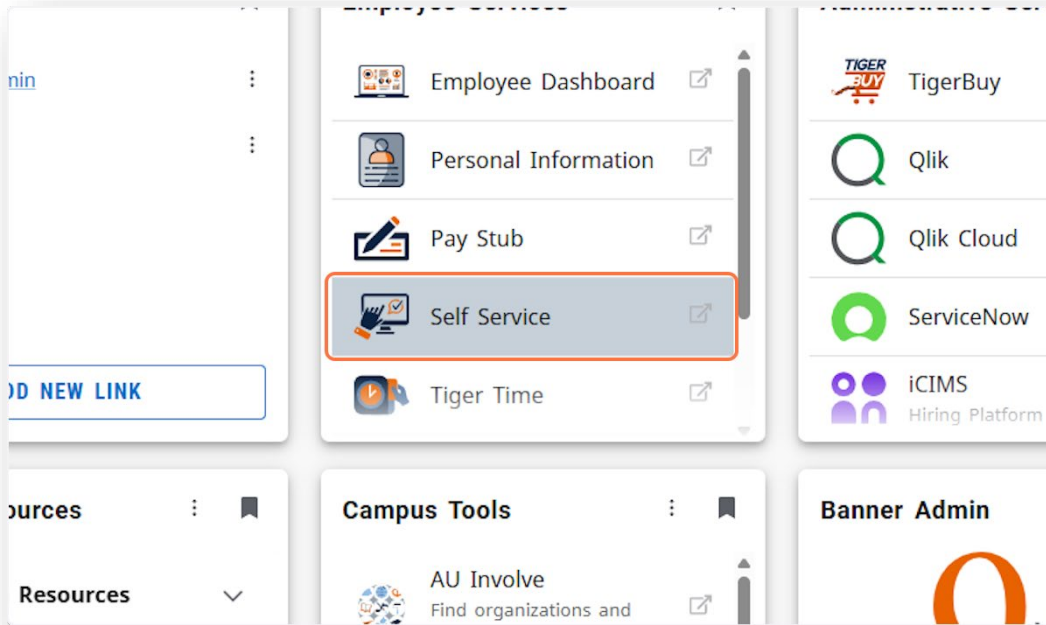


2. Navigate to the **Employee Services** card

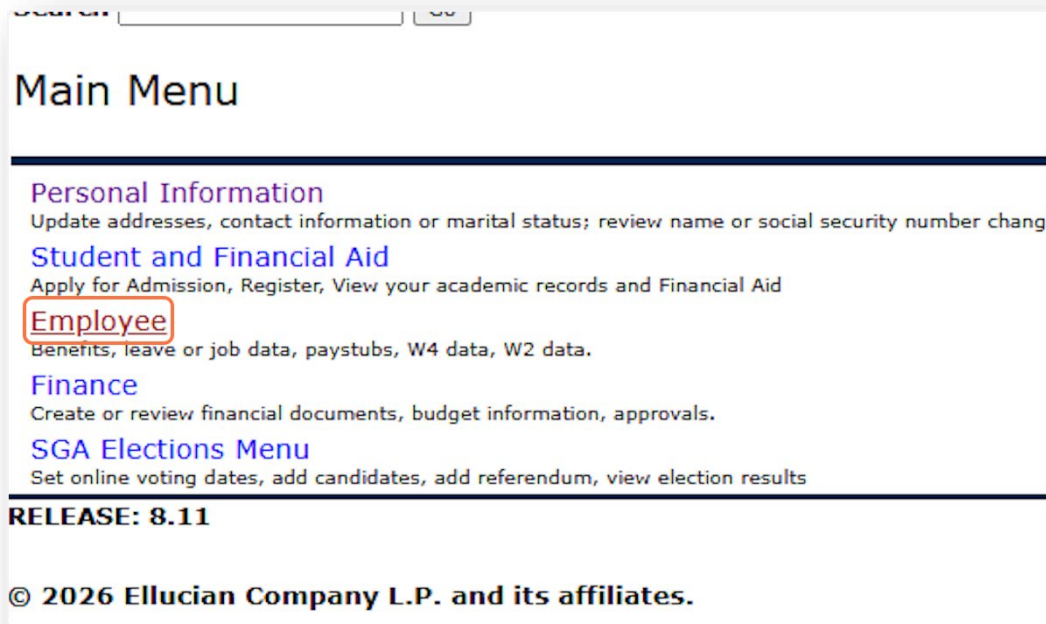




3. Click on **Self Service**



4. Click on **Employee**





5. Click on **Employment Record Verification**

A screenshot of the Auburn University eDocs menu. The menu items are listed vertically. The item 'Employment Record Verification' is highlighted with a red rectangular box. Below it, a sub-menu description reads: 'Academical Record, enrolled terms, current job FTE, background Check, etc.'

- [AU eDocs](#)
Approve AU eDocuments
- [Bank Account Update](#)
Update Bank Account for Direct Deposit
- [Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous.
- [Clear Xtender Login](#)
- [Employee Education Benefit/Dependent Education Benefit request form](#)
Tuition Wavier Forms for Employee Education Benefit (EEB) and Dependent Education Benefit (DEB)
- [Effort Certification](#)
- [Electronic Personnel Action Forms](#)
- [Employment Record Verification](#)**
Academical Record, enrolled terms, current job FTE, background Check, etc.
- [EPAF Lookup](#)
Auburn EPAF Lookup (View-Only)
- [eTravel Vouchers](#)
Access this link to create and approve E-travel vouchers
- [Faculty Staff Giving Payroll Deduction](#)
- [Jobs Summary](#)
- [Leave Balances](#)
- [Master Contact List](#)
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

6. Type the students **Banner ID (90*****) or UserID**

A screenshot of the 'Employment Record Verification' search interface. At the top, there are navigation tabs for 'Student', 'Financial Aid', 'Employee', and 'Finance'. Below the tabs is a search input field containing the text '90*****' and a 'Go' button. The page title is 'Record Verification'. Below the search field, there is a section titled 'ID to search record' with a colon followed by the search input field and a 'Search' button. A yellow highlight is under the text 's system only search/display students that has enrolled for courses since'. At the bottom, there is a line of text: 'ompany L.P. and its affiliates.'



Navigating the Employment Record Verification

Basic Academic Info

Displays the student's Banner ID, major, degree level, enrollment status, citizenship/PR indicator, and effective term. This confirms the student is actively enrolled and meets the student employment criteria.

The screenshot shows the Auburn University Employee Record Verification interface. At the top, there are navigation tabs for Personal Information, Student, Financial Aid, Employee, and Finance. A search bar is present with a 'Go' button. Below the search bar, the page title is 'Employee Record Verification'. A section titled 'Enter a Banner ID to search record' contains a search box with the value '004419887' and a 'Search' button. The main content area is titled 'Basic/Academic Info' and contains two tables. The first table lists student information: Banner ID (004419887), User ID (Y2K0697), Full name (Yasitha Piyamal Kulappa Tharabriga Don), Degree/Major (PHD/Mechanical Engineering), and Citizenship/PR (N). The second table lists enrollment details: Effective Term (Fall 2025), Major (MECH - Mechanical Engineering), Status (AS - Active), Level (GR - Graduate), and Student Type (C - Continuing). Below this, a section titled 'Last 3 terms this student took any course' contains a table with columns for Term, Courses Taken, and Total Credit Hours. The data shows 1 course taken in Summer 2025, 4 courses in Fall 2025, and 3 courses in Spring 2026. Further down, there are sections for 'PPACERT Information' (stating no record), 'Vendor Background Check Record' (showing a completed check on 12/24/2024), and 'Current Active Jobs and FTE/Salary'.

Banner ID	User ID	Full name	Degree/Major	Citizenship/PR
004419887	Y2K0697	Yasitha Piyamal Kulappa Tharabriga Don	PHD/Mechanical Engineering	N

Effective Term	Major	Status	Level	Student Type
Fall 2025	MECH - Mechanical Engineering	AS - Active	GR - Graduate	C - Continuing

Term	Courses Taken	Total Credit Hours
Summer 2025	1	3
Fall 2025	4	9
Spring 2026	3	9

Code	Description	Cert. Date	Next Cert. Date	Expire Date
The person does not have any PPACERT record.				

Date Submitted	Date Completed	Timekeeping Location	Status
	12/24/2024		Completed

Recent Academic Terms:

Lists the previous three terms in which the student was enrolled, including the number of courses taken and total credit hours. This verifies continued academic engagement.

This screenshot is identical to the one above, showing the same Auburn University Employee Record Verification interface. It highlights the 'Recent Academic Terms' section, which is the table showing the student's enrollment in Summer 2025, Fall 2025, and Spring 2026, with corresponding course counts and credit hours.



PPACERT Information

Shows any certifications or training the student has reported. If no certifications exist (as in the screenshot), it notes that there is no active record.

Enter a Banner ID to search record
Banner ID:

Basic/Academic Info

Banner ID	User ID	Full name	Degree/Major	Citizenship/PR
904419887	YZK0097	Yasitha Piyumal Kalappa Thambirige Don	PHD Mechanical Engineering	N
Effective Term	Major	Status	Level	Student Type
Fall 2025	MECH - Mechanical Engineering	AS - Active	GR - Graduate	C - Continuing

Last 3 terms this student took any course

Term	Courses Taken	Total Credit Hours
Summer 2025	3	3
Fall 2025	4	9
Spring 2026	3	9

PPACERT Information

Code	Description	Cert. Date	Next Cert. Date	Expire Date
The person does not have any PPACERT record.				

Vendor Background Check Record

Date Submitted	Date Completed	Timekeeping Location	Status
12/24/2024			Completed

Current Active Jobs and FTE/Salary

Employment Status: **Active**

ORGN	Employment Class/ Job Title	Begin Date	End Date	FTE	Pay Rate	Annual Salary
HR121 - Mechanical Engineering	GA - Graduate Assistants Mechanical Engineering GGA	01/13/2025	Not specified	0.500	24,037.537	25,000.00
				Total FTE:	Annual Salary:	25,000.00

* This table shows all active jobs for this person. The annual salary shows the amount of salary if the employee holds the same pay rate and FTE for whole year (52 weeks).

Vendor Background Check Record

Displays submission dates, completion dates, the timekeeping location, and current status of any required vendor background checks. This allows verification that mandatory screenings have been completed before hire.

Note: Background completion is also checked against the background portal by Employment Services to ensure accuracy when submitted for hire.

Enter a Banner ID to search record
Banner ID:

Basic/Academic Info

Banner ID	User ID	Full name	Degree/Major	Citizenship/PR
904419887	YZK0097	Yasitha Piyumal Kalappa Thambirige Don	PHD Mechanical Engineering	N
Effective Term	Major	Status	Level	Student Type
Fall 2025	MECH - Mechanical Engineering	AS - Active	GR - Graduate	C - Continuing

Last 3 terms this student took any course

Term	Courses Taken	Total Credit Hours
Summer 2025	3	3
Fall 2025	4	9
Spring 2026	3	9

PPACERT Information

Code	Description	Cert. Date	Next Cert. Date	Expire Date
The person does not have any PPACERT record.				

Vendor Background Check Record

Date Submitted	Date Completed	Timekeeping Location	Status
12/24/2024			Completed

Current Active Jobs and FTE/Salary

Employment Status: **Active**

ORGN	Employment Class/ Job Title	Begin Date	End Date	FTE	Pay Rate	Annual Salary
HR121 - Mechanical Engineering	GA - Graduate Assistants Mechanical Engineering GGA	01/13/2025	Not specified	0.500	24,037.537	25,000.00
				Total FTE:	Annual Salary:	25,000.00

* This table shows all active jobs for this person. The annual salary shows the amount of salary if the employee holds the same pay rate and FTE for whole year (52 weeks).



Employment Status: Active

Lists any active job assignments, including hiring unit, job title, employment class, begin/end dates, FTE, hourly pay, and annualized salary. This verifies the student’s current employment status, ensures eligibility for additional positions, and prevents over-appointment.

The person does not have any PPACER

Vendor Background Check Record

Date Submitted	Date Completed	
	12/24/2024	

Current Active Jobs and FTE/Salary

Employment Status: Active

ORGN	Employment Class/ Job Title	Begin Date
HR121 - Mechanical Engineering	GA - Graduate Assistants Mechanical Engineering GRA	01/13/2025

* This table shows all active jobs for this person. **The annual salary shows the amount**

Test Scores

Employment Status: No Employee Record

The student does not have an active PEAEMPL and would be a new hire.

Code	Description	Cert. Date	Next Cert. Date
The person does not have any PPACERT record.			

Vendor Background Check Record

Date Submitted	Date Completed	Timekeep
The person does not have any Background Check from Verified Credential		

Current Active Jobs and FTE/Salary

Employment Status: No Employee Record

ORGN	Employment Class/ Job Title	Begin Date	End Date	FTE
The person does not have any on-campus job.				

Test Scores

Test	Date Taken
The person does not have any TEST record.	



Employment Status: Terminated

The student has held a position on campus in the past, but is no longer active in the system; they would be a new hire.

Term	C	D
Summer 2025	2	6
Fall 2025	2	6
Spring 2026	3	6

PPACERT Information

Code	Description	Cert. Date	Next Cert. Date
The person does not have any PPACERT record.			

Vendor Background Check Record

Date Submitted	Date Completed	Timekeeping Location
The person does not have any Background Check from Verified Credentials Inc.		

Current Active Jobs and FTE/Salary

Employment Status: Terminated (Term Date: 02/27/2026)

ORGN	Employment Class/ Job Title	Begin Date	End Date	FTE	Pay Rate
The person does not have any on-campus job.					

Test Scores

Test	Date Taken
The person does not have any TEST record.	

Test Scores

You can find Speak Test Scores here

If not listed, reach out to the Graduate School for confirmation.

Term	MECH: Mechanical Engineering	AS: Active	GR: Graduate	C: Continuing
Fall 2025				

Last 3 terms this student took any course

Term	Courses Taken	Total Credit Hours
Summer 2025	1	3
Fall 2025	4	9
Spring 2026	3	9

PPACERT Information

Code	Description	Cert. Date	Next Cert. Date	Expire Date
The person does not have any PPACERT record.				

Vendor Background Check Record

Date Submitted	Date Completed	Timekeeping Location	Status
	12/24/2024		Completed

Current Active Jobs and FTE/Salary

Employment Status: Active

ORGN	Employment Class/ Job Title	Begin Date	End Date	FTE	Pay Rate	Annual Salary
HR121 - Mechanical Engineering	GA - Graduate Assistants Mechanical Engineering GRA	01/13/2025	Not specified	0.500	24,027.537	25,000.00
				Total FTE:	0.500	Annual Salary: 25,000.00

* This table shows all active jobs for this person. The annual salary shows the amount of salary if the employee holds the same pay rate and FTE for whole year (52 weeks).

Test Scores

Test	Date Taken	Score
IELS - IELTS Speaking	08/26/2023	6.5
IELS - IELTS Overall Band Score	08/26/2023	7.5

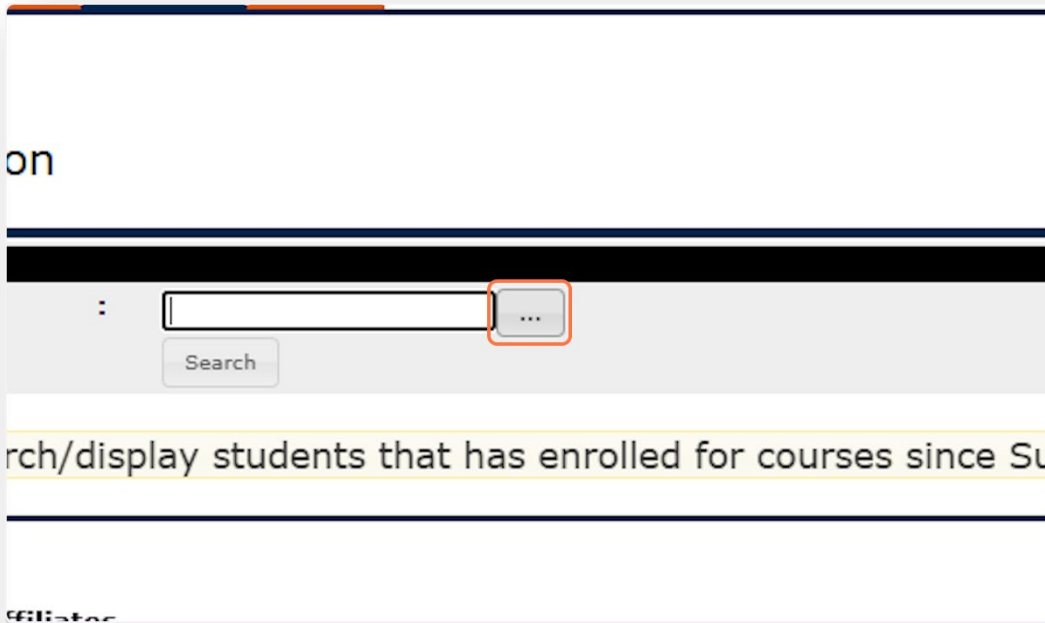
RELEASE: 8.25

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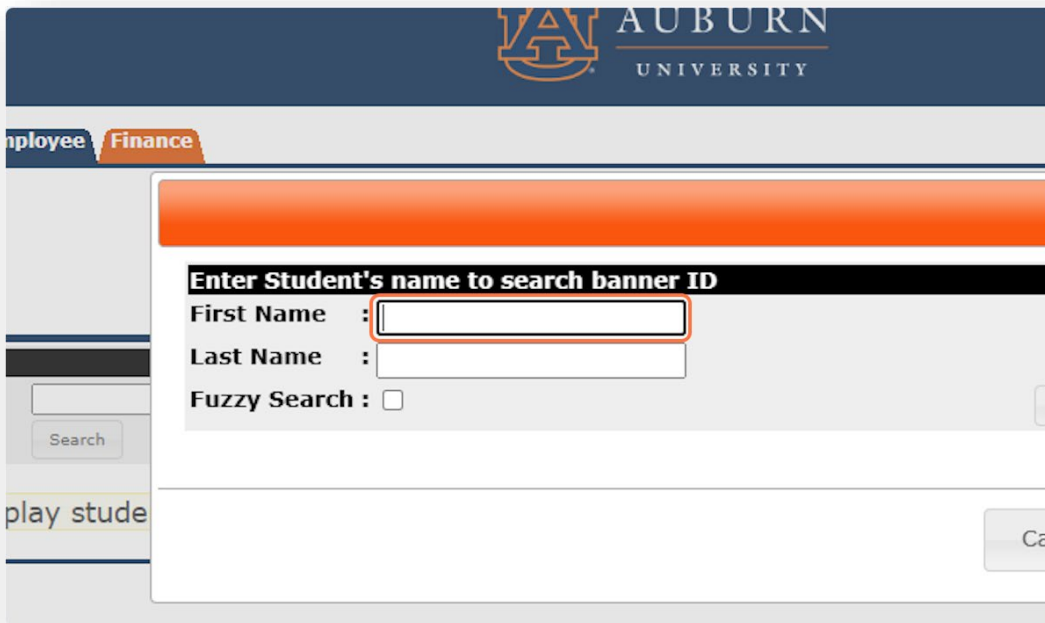


Steps to find a student if you do not have their Banner ID or AU Username

1. Click on the "..."

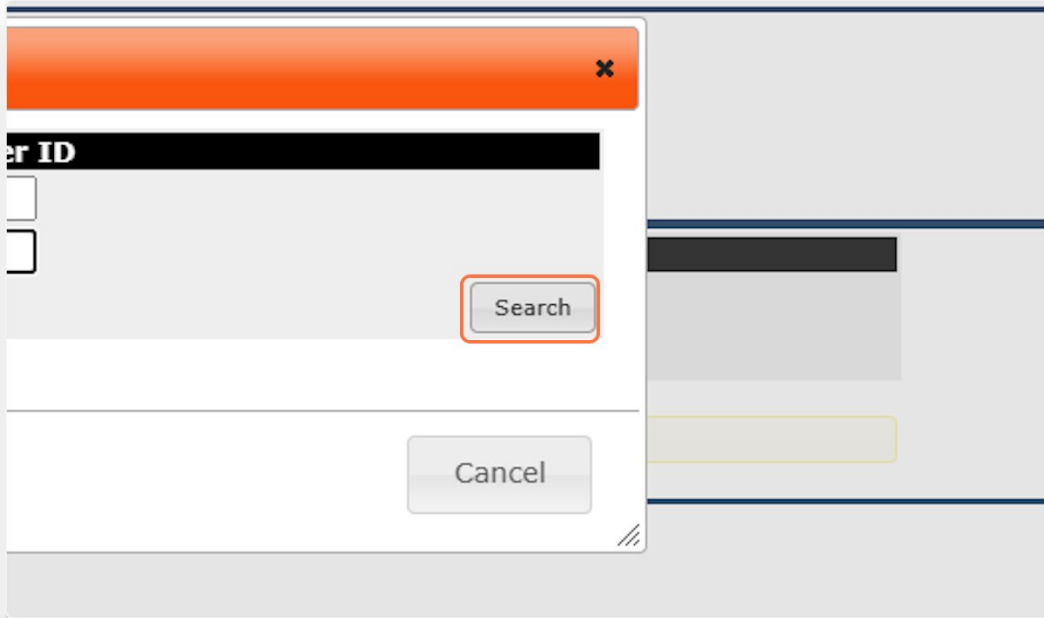


2. Enter students **First and Last Name**





3. Click on **Search**



Additional Information

What Does this Error Mean?

The student has been accepted into the university, but has not enrolled in courses

