Release of Payroll Information

The following rules will govern the release of information to the public.

**Telephone Inquiries:** The following information may be released by telephone.

- Confirmation that an individual person is an employee of the University
- The department in which the employee works

**Written Inquires and Walk-in Traffic:**

- The period of employment
- Gross wages earned by the employee during the period of employment
- The type of employment, whether part-time or full-time
- The department in which the employee works
- Current title, business address, and business
- Telephone number of the department in which the employee works

All other information regarding taxes, contributions to retirement plans, payroll deductions and home addresses can only be released by UNO Payroll or Benefits Offices if the request has been authorized by the employee in writing, by court order, or if the inquiry is being made by a legitimate agency such as TIAA or a federal or state agency.