

How to Use TrueConfirm for Employment and Income Verification

The University of Nebraska receives a considerable volume of requests from third parties (such as lenders, property managers, pre-employment screeners, and government assistance agencies) to confirm current and former employment and/or income status. Historically, these verification requests arrive by phone, email, fax, and even postal mail, and are processed by our HR and Payroll team members, but as of September 2025 these services are going to be provided through TrueConfirm.

To ensure privacy and compliance, all verification requests must be submitted online through this service. Our HR staff will not process employment, income, or government assistance verifications by phone, email, fax, or mail. If you need assistance, please contact the TrueConfirm customer support team at support@trueconfirm.com. Further instructions and frequently asked questions are below.

Information for Employees

As a current employee of the University of Nebraska System, you will also have access to the TrueConfirm Employee Dashboard. The dashboard will be available upon implementation and is located at www.TrueConfirm.com. This tool is not required for you to receive a verification; however, there you can:

- Access your current verification report
- Enable notifications
- Manage your privacy settings
- Generate form letters

This partnership significantly improves the verification experience for both our employees and the organizations that require employment confirmations. The transition to TrueConfirm aligns with the University's Strategic Plan Pillar 5: Extraordinary Stewardship & Effectiveness. This partnership demonstrates our commitment to leveraging technology that enhances security, efficiency, and convenience while protecting your personal information.

Data Sharing

The data to be shared with TrueConfirm is standard employment & income information, home address, and the last four digits of the Social Security Number. The data is encrypted and secured. All employees can utilize SAP Firefly Employee Self Service to enroll and withdraw from the data file sharing process.

- Employment or income verifications cannot be completed by TrueConfirm for employees who have withdrawn.
- Employees who previously withdrew but now want verification services can re-enroll at any time through Firefly. Once enrolled, the data will flow to TrueConfirm.

TrueConfirm Employee Dashboard

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Get Started

Simply go to www.trueconfirm.com and click on the "Get Started" button and indicate that you are an "Individual/Employee". You will be prompted to create an employee account and will need to provide the following information...

- Your full name
- Your date of birth
- The last 4 digits of your SSN
- Your email address
 - If you are an active employee with a corporate email address, please provide this email for instant id verification

If you are an inactive employee or do not have a corporate email address, you may register with a personal email address. When you do, you will be asked to provide the following company code... Company code: **YSFLFJ**