Employment Verification

What is Employment Verification?

- The process in which an employer affiliates an employee’s registration with their company by confirming the registration type and adding a hire date.

Verifications come from two sources

- New license applications
- Employee Information Updates (individuals who currently hold a registration that are new to your company)

Who can perform Employment Verifications?

- Stakeholders - Owner/Partner/Corporate Officer/Shareholder/Manager (does not include Branch Managers)

Verify the individual works for your company

- Yes, add hire date or
- No and select a reason for denial

After employment is verified, payment must be made

- Employer can choose to pay
- Employee can self-pay
Employment Verification process

1. When individuals submit application, the confirmation screen directs them to inform their employer of pending employee verifications.

2. Business Stakeholders (owners/ partners/corporate officers/shareholders/manager) Sign-in with their personal email address (not the business email address) to view employee verification requests. If you have never logged in before or have forgotten your password, click on “Can’t Login” and follow the steps to gain access to your TOPS profile.
When you sign in, the “My Profile” tab will be displayed - click on the “My Businesses” tab
• Employment Verifications are found in My Businesses.
• If you are a stakeholder in more than 1 business, you will need to locate the appropriate business listing.
• Employment Verifications and Employee Payments will only be present if there are pending items.
• Click on the + sign next to Employment Verifications to view/access pending items.
- Locate the individual requiring the verification. If it is the correct registration type, click the “Add Hire Date” action button.
• Once you have verified the registration type is correct, add the date of employment.
• If the registration type is incorrect or you locate a person you do not wish to register, click the “Deny” action button.
• Select the reason for “denial”.

![Image of a website interface showing a window to deny an employee's registration with options to select reasons like 'This person does not work for me', 'Incorrect Registration', 'Duplicate Registration'].

- Type: Contracting Company
- License #: CO4161901
- Status: Active
- Expires: 05/31/2018

**Employment Verifications**

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Type</th>
<th>Application Type</th>
<th>Received On</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haynes, Roger</td>
<td>Alarm Salesperson</td>
<td>Original</td>
<td>07/12/2017</td>
<td>Austin, TX</td>
<td>Add Note</td>
</tr>
<tr>
<td>Fish, Blue</td>
<td>Alarm Salesperson</td>
<td>Original</td>
<td>06/29/2017</td>
<td>Beach, TX</td>
<td>Delist</td>
</tr>
</tbody>
</table>
Payment

- **NOTE:** An application is not submitted to DPS until payment is complete. The employer can elect to pay for the application or allow the employee to pay.

- **Employer Payment:** Following Employment Verification, a new item will appear under your business for Employee Payments. Employer will click on the + sign next to Employee Payments to view all applications that are ready for payment.

- **Applicant Payment:** Following Employment Verification, applicants that are new to private security will receive an email with a link to make the payment; applicants that are currently registered will login to their TOPS profile and click the pay button under “My Applications”.

![TOPS Texas Online Private Security](image-url)
- If there are multiple employees listed, check the box to the left of the employee name to select the application for payment, or check the box to select all for payment. Then click on the Pay for Applications button.
Once you have selected Pay for Applications, you will be taken to a confirmation screen. If there is an application listed that should not be, it can be removed by checking the box to the left of the name and clicking the Remove button.
• If this is correct, select your method of payment – Credit Card or Electronic Check

• Selecting a method of payment will progress to the Payment process.

• Once payment is complete, you will see a confirmation page displaying the next steps. This information will also be sent in email.