

# Factsheet for Departments: Identity Verification for Casual Employees

---

Effective Monday 16 February 2015, most appointees that accept an offer of employment via CASPER will be required to verify their identity. The process involves answering face-to-face questions, and providing an acceptable form of Photo ID.

The verification requirement will be advised to individuals at the time they apply for a role, in any offer they receive, and on receipt of their acceptance. It should be noted that verification is required for each job they accept, irrespective of whether they have previously been verified.

The verification service is provided at all University of Otago campuses, via various central service providers.

## FAQ's

- **When will this apply from?**  
All offers that are formally accepted from Monday 16 February 2015 onwards.
- **Who does this apply to?**  
All Casual appointees, and Tutors and Demonstrators, employed via the CASPER system each time they accept an appointment. At this stage it does not apply to 'single one off payments' (SOOP) employed via CASPER.
- **Who is providing the verification service?**  
There are different providers at each campus. The HR website will provide details of the various locations. The identity verification service can only be provided by those individuals that Human Resources have approved as 'Verifiers'. For those not based on a campus, alternative arrangements will be made as appropriate.
- **Can identity be verified for multiple appointments a person has accepted, all at once?**  
Yes, as long as the appointee has formally accepted each appointment via the on-line acceptance functionality in CASPER.
- **How will appointees know they have to be verified and what they need to do?**  
Appointees will receive email information about this requirement up to three times during the application and appointment process. They will be directed to the dedicated webpage for location and verification details.
- **Do we take cultural considerations into account?**  
Yes, we respect there may be culturally sensitive requirements to arrange for appointees to enable their identity to be verified.

- **Can an appointee be paid if they haven't been verified?**  
No, verification is required to complete the employment process.
- **What happens if an appointee doesn't verify?**  
A member of the HR team will make contact with the appointee and the relevant Hiring Manager. This applies to those who don't turn up to verify, and those where their identity cannot be confirmed.
- **Can a Hiring Manager or Department undertake the verification?**  
No, only the trained and approved Verifiers can undertake verification.
- **Can a Hiring Manager or Department provide verification on behalf of an appointee?**  
No, verification must be undertaken directly with the appointee.
- **Why are we doing this?**  
The requirement is aimed to reduce the risk of fraud with casual appointment types. Verification must be undertaken for each employment contract, irrespective of whether the appointee has previously been verified.
- **Will there be information about verification on the HR website?**  
Yes. A dedicated webpage will be live by Monday 16 February 2015.
- **Who do I contact if I want further information?**

Helen Mason  
HR Services Manager  
[helen.mason@otago.ac.nz](mailto:helen.mason@otago.ac.nz)  
Tel. 479 8265  
Mob. 021 798 265

**OR**

Aileen Eckhoff  
Payroll Manager  
[aileen.eckhoff@otago.ac.nz](mailto:aileen.eckhoff@otago.ac.nz)  
Tel. 479 8248