

The Minnesota Quality Improvement & Registry Tool

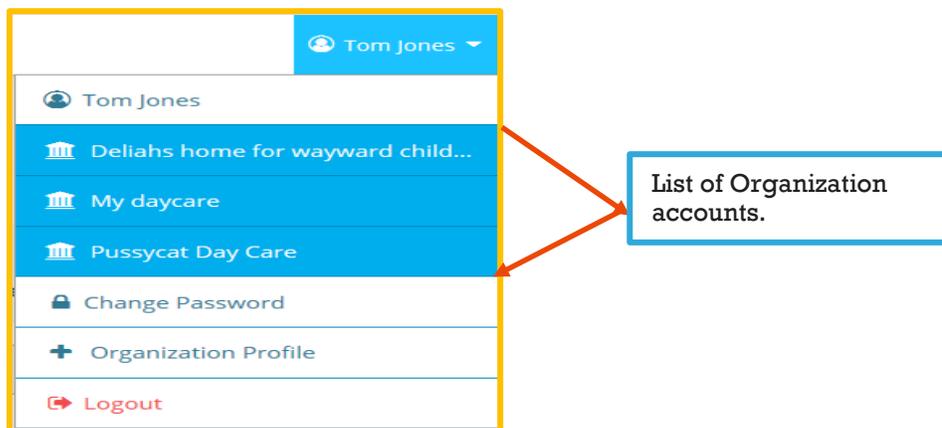
7.0 Verify Employment for Employers

In your Organization Profile in Develop, your employees can add you as their employer when they fill out the individual membership application. (See 7.0 [“Instructions for Accounts and Membership”](#)).

A designated individual with access to the Organization Profile needs to verify the employee’s self-reported employment, employment dates and position. Employers are responsible for maintaining accurate and up-to-date employment information on their Organization Profile.

Note: Verifying employment does not grant the employee access to the Organization Profile.

1. Log into your Develop account with your email address and password. Switch to your Organization Profile. Here is a screenshot of where to switch from your Individual Account to your linked Organization Profile:



2. If the Organization Profile does not display under your Individual Account, you will need to connect your accounts. This can be done by referencing the “7.0 Linking Organization and Individual Accounts” document, found on the Develop homepage. You can also contact the Help Desk at **833-605-6938**.
3. Once you are logged into your Organization Profile, click on the **Employees** tab.

Verifying Employment for Employers

#132823
Pussycat Day Care

Status	Org Details	Program Info	Classrooms	Quality	Employees	RBPD	Reports
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4. You should see a list of employees who have reported your organization as their employer. This information will need to be verified by a designated individual with access to the Organization Profile.
5. Click the **Update** button next to the employee record. Employees will display as “Self-Reported” until they are verified.

Registered Employees

The following list of employees has been gathered by Develop through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

Current Employees

ID	Name	Title	Date	Membership	Current Status	Status	
80290	Jones, Tom	Assistant Director	10/1/2018 - Current		In Process	Verified by Program	Update

6. A pop-up window will show the employee’s information you can update.

Update Employment Record

Jones, Tom
Assistant Director

This individual is currently employed

Start Date
10/1/2018

This individual is no longer employed

End Date

Status

-- Make a selection --

Verified by Program

Reviewed/Not Verified

Denied

Verifying Employment For Employers

Verified by Program	Organization has verified they are an employee
Reviewed/Not Verified	Reviewed the information, but cannot verify employment
Denied	User has never been employed by this organization or has entered inaccurate information

7. Click **Save Changes** at the bottom of the page.
8. The record will now show as “Verified by Program” under the **Employees** tab.

80290	Jones, Tom	Assistant Director	10/1/2018 - Current	In Process	Verified by Program	Update
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9. You can also view your current and past employees by changing the view:

View Employees
Current Employees
Past Employees

DEVELOP HELP DESK

833-605-6938 or support@develophelp.zendesk.com

Available by phone Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 12:30 p.m.

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9811, press 1
- 651-655-0150