

Verifications Module Support Pack



PRODUCT SUPPORT PACK

Verifications Module

PRODUCT AWARENESS

Product Introduction

The **PSiber Verifications Module** is an end-to-end security validation check system that provides accurate results within the specified time frames. The ability to perform the following checks and receive the results in either asynchronous or synchronous time frames:

- Identity Verifications
- Credit Checks (ITC)
- Criminal Record Checks
- Drivers Licence
- Qualification Checks - Qualification checks currently cater for Matric, Degrees and Diplomas.
- Bank Account Verification

Please Take Note:

The **PSiber Verifications Module** is not able to process **NATED Qualifications** at this stage (often also referred to as **N1 to N6** or **N-level qualifications**).

The interim Process to verify these Qualifications is as follows:

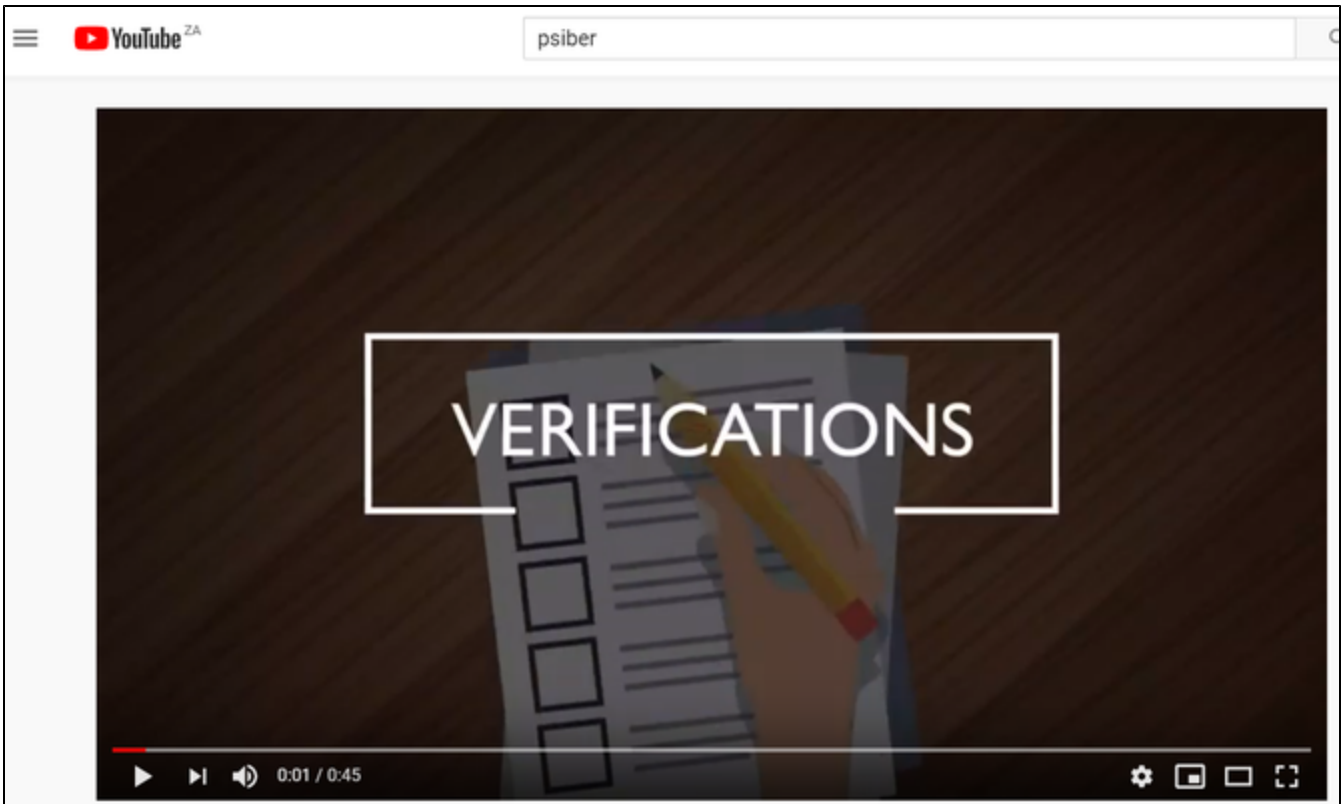
The Administrator must send the following information in an email to support@fidescloud.co.za (all at once).

- **Signed Consent Form**
- **Copy of N-level Certificate**
- **ID Number of the person**

Fides will then process the check manually and then send the results via PDF.

Product Demo

A Marketing video is available on the [PSiber YouTube Page](#) that may be used and presented to clients. The link is as follows:



Clients can also refer to the [PSiber Training Academy](#) for step-by-step instructions on how to use the Module. Access to the [PSiber Training Academy](#) is free for all users who wish to enrol.

<https://www.psiberworks.com/psiber-academy/>



An online education that sets you apart

Student Dashboard



**PSiber Guide:
Concepts &
Terminology**



Offer of Employment



Employee Take-On



Inductions



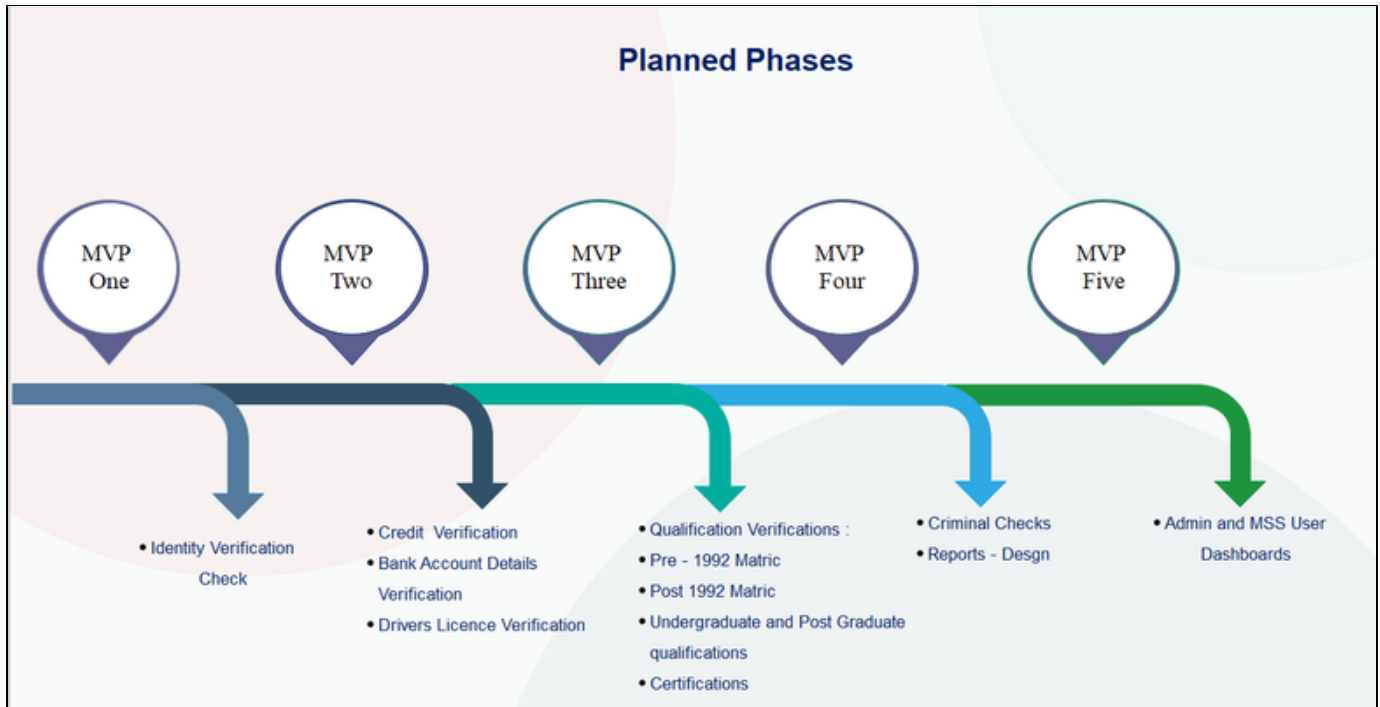
Fundamental Payroll



PSiber Payroll

Development Phases

The **PSiber Verifications Module** will be rolled out in 5 Phases. Phase 4 has already been released in July 2019, with Phase 5 being released in the very near future:



Client Focus

The **PSiber Verifications Module** is available to all clients on all instances who chooses to make use of the facility

Client Billing Structure

Clients will be billed per individual verification:

Verification Type	Costs
Identity Verification	R 45.00 per verification
Drivers Licence Verification	R 30.00 per verification
Matric Qualification	R 100.00 per verification
Higher Learning Verification	R 150.00 per verification
Credit Check	R 35.00 per verification
Criminal Check	R 150.00 per verification
Bank Details Check	R 33.00 per verification

IMPLEMENTATION PREREQUISITES

Document Templates, Policies & Forms

- A signed consent form must be submitted by the Applicant / Candidate and uploaded in the system in order for any verifications to be processed on his or her profile. There is currently no Template document available for this, but one will be made available with future releases.
- Users/ Custodians who will be processing the criminal checks must be trained and legally certified by **AfiSwitch**. The process is facilitated by contacting the following:

Dyllan Armstrong

Technical Support

dyllan@fidescloud.co.za



Agreements & Subscriptions

PSiber makes use and integrates directly with a **Third-Party** that ensures all the features of the **PSiber Verifications Module** are possible.

No action is needed from the client's side.

Hardware

Clients would have to obtain a **Sagem 300 Fingerprint Scanner** in order to perform Criminal Checks. This can be purchased through:

[Dyllan Armstrong](#)

[Technical Support](#)

dyllan@fidescloud.co.za



SETUP & PARAMETERS

Before the **PSiber Verifications Module** can be used by employers, certain setup and parameters need to be configured in the **Main System**.

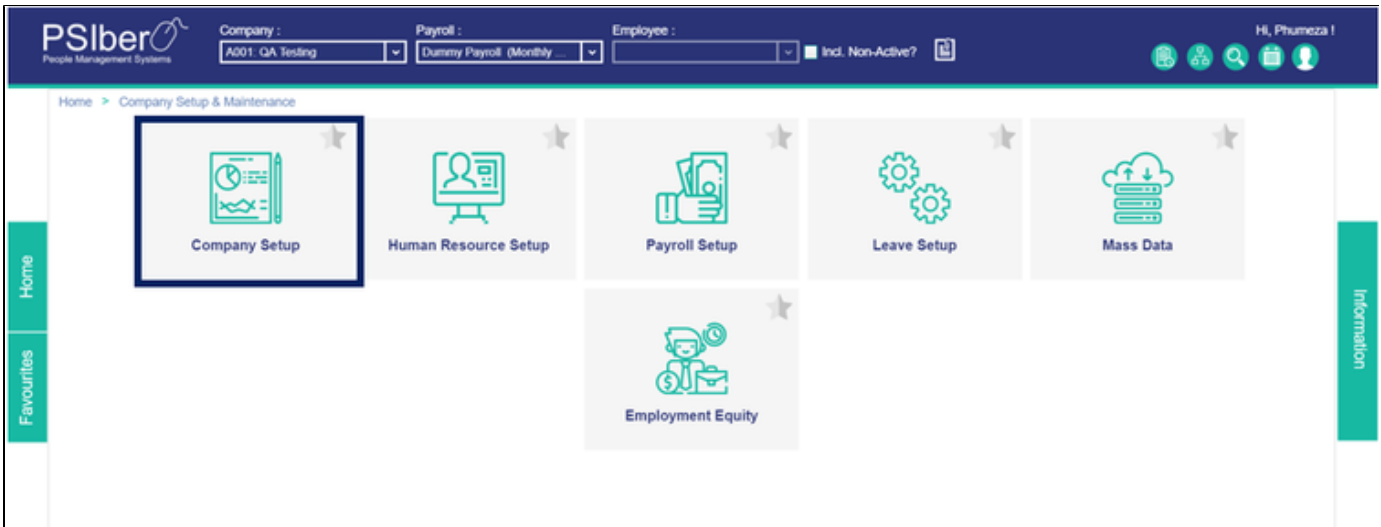
System Setup / Parameter Settings

In order to use Verifications, the facility needs to be enabled in New Front End, On the home screen, select Company Setup & Maintenance.

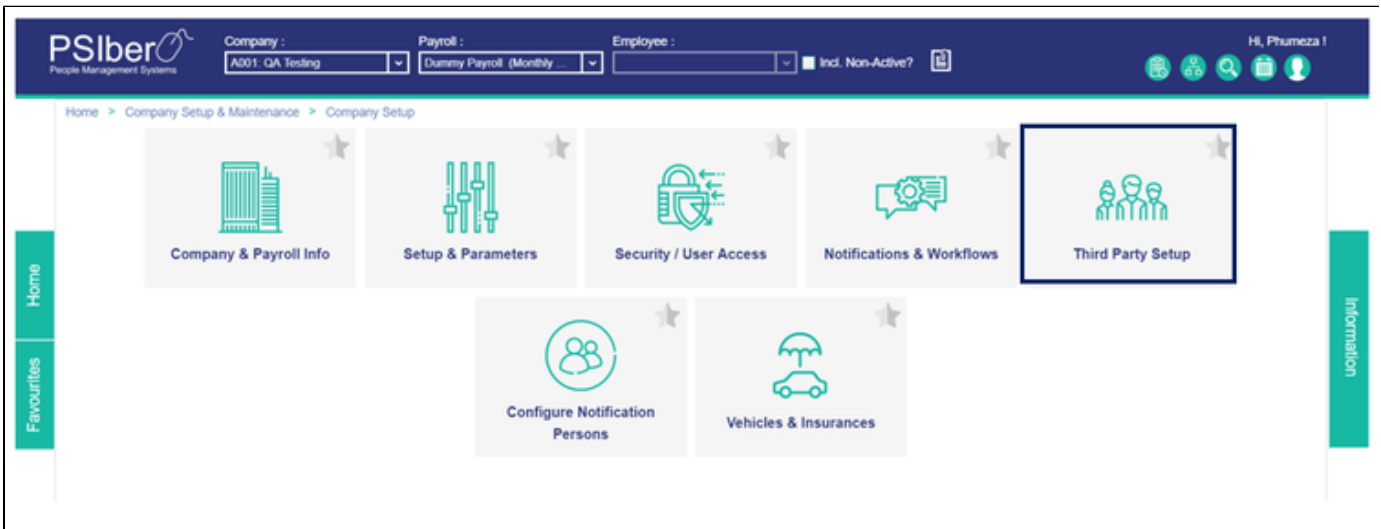
The screenshot shows the PSiber People Management Systems dashboard. At the top, there are dropdown menus for 'Company' (A001 QA Testing) and 'Payroll' (Dummy Payroll (Monthly Pay)). The user is logged in as 'Hi, Phumeza!'. The dashboard features five main tiles, each with a 'View' button:

- DASHBOARD**: Human Resource payroll and other important statistics in dashboard format for easy use and strategic decision making.
- HUMAN CAPITAL MANAGEMENT**: Your day-to-day management of human capital within your business from onboarding to exit and everything in between.
- COMPANY SETUP & MAINTENANCE**: For the setup of your company specific rules and regulations as well as all legislative settings and parameters. (This tile is highlighted with a red border in the image.)
- REPORTS**: Monthly, quarterly and annual reporting on all your human capital requirements including legislation and financial reporting.
- FAVOURITES**: Your quick and easy link to all your favourite screens.

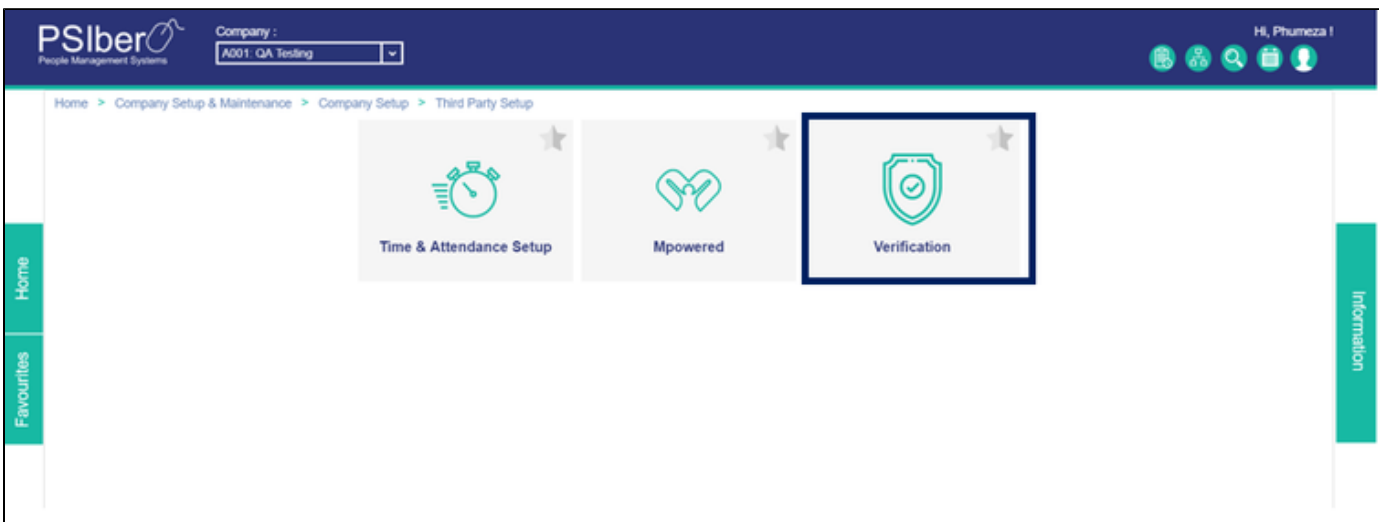
Select Company Setup.



Select Third Party Setup to enable the facility.



Select and enter the Verifications setup.



Enable the Verifications you require for use, critical to note is that the Identity Verification must be enabled in order to create a Vault for each user whose details will be verified.

PSiber People Management Systems

Company : A001. QA Testing

Hi, Phumeza!

Home > Company Setup & Maintenance > Company Setup > Third Party Setup > Verification

Verification Setup

Enable Identity Verification Checks: Yes

Enable Bank Account Verification Checks: Yes

Enable Credit Checks: Yes

Enable Qualification Verification Checks: Yes

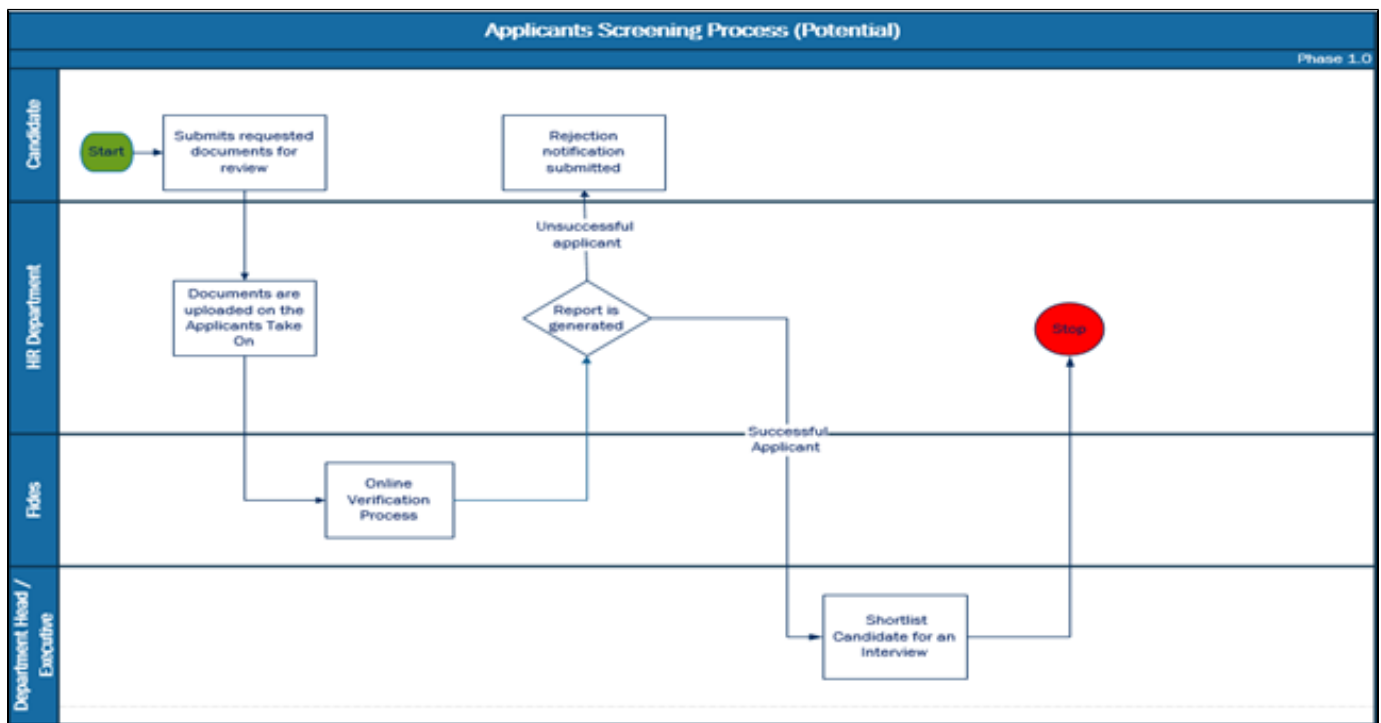
Enable Drivers Verification Checks: Yes

Billing Information

I hereby confirm that I have authorisation to enable billing on behalf on my company

Compliance

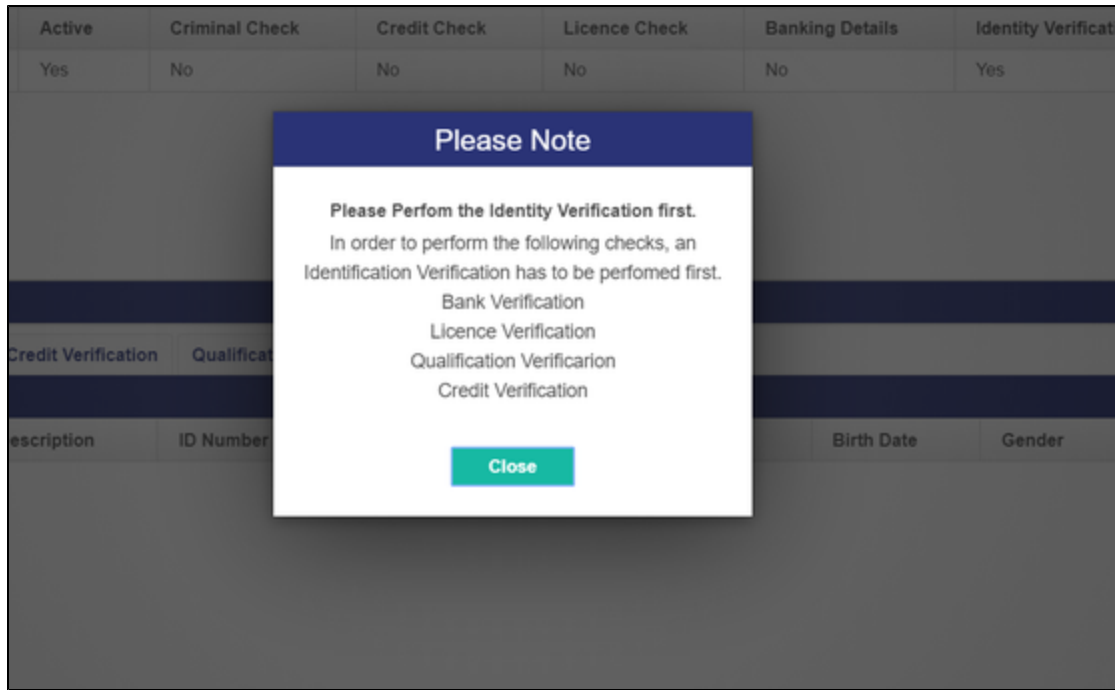
The product aligns with [Best Practises Methodologies](#) and the [PSiber Blueprints](#). The standard process is as follows:



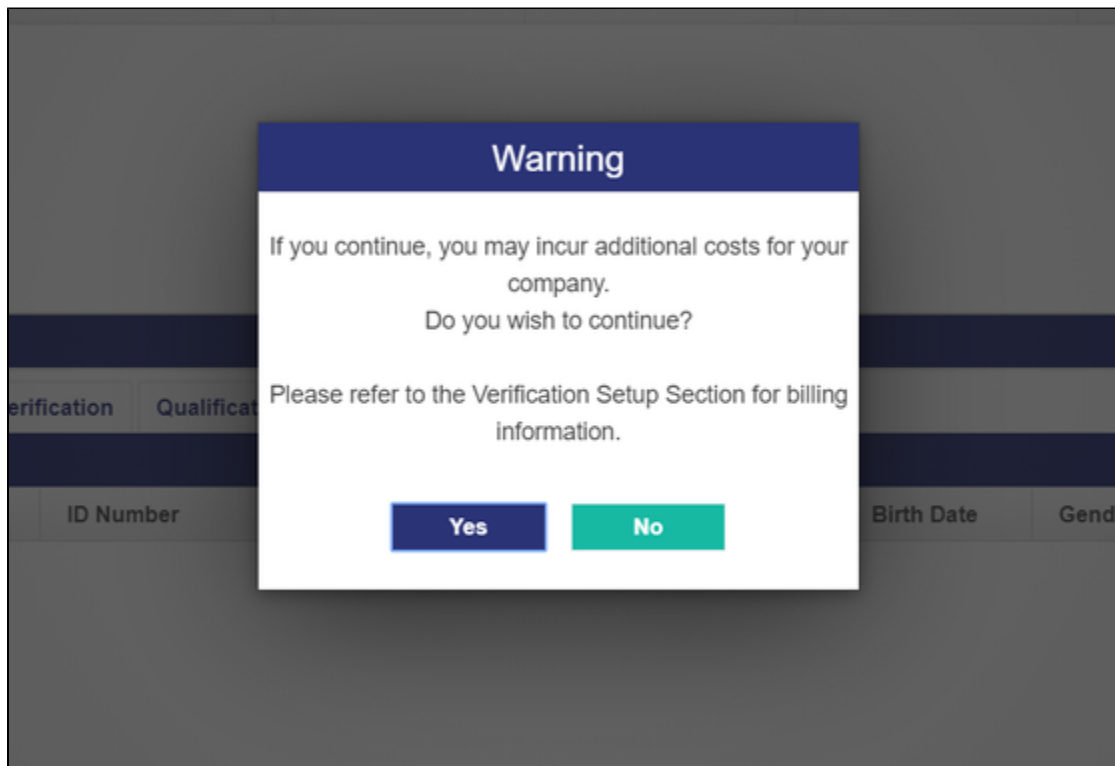
SYSTEM EXPECTED BEHAVIOUR

System Behaviour

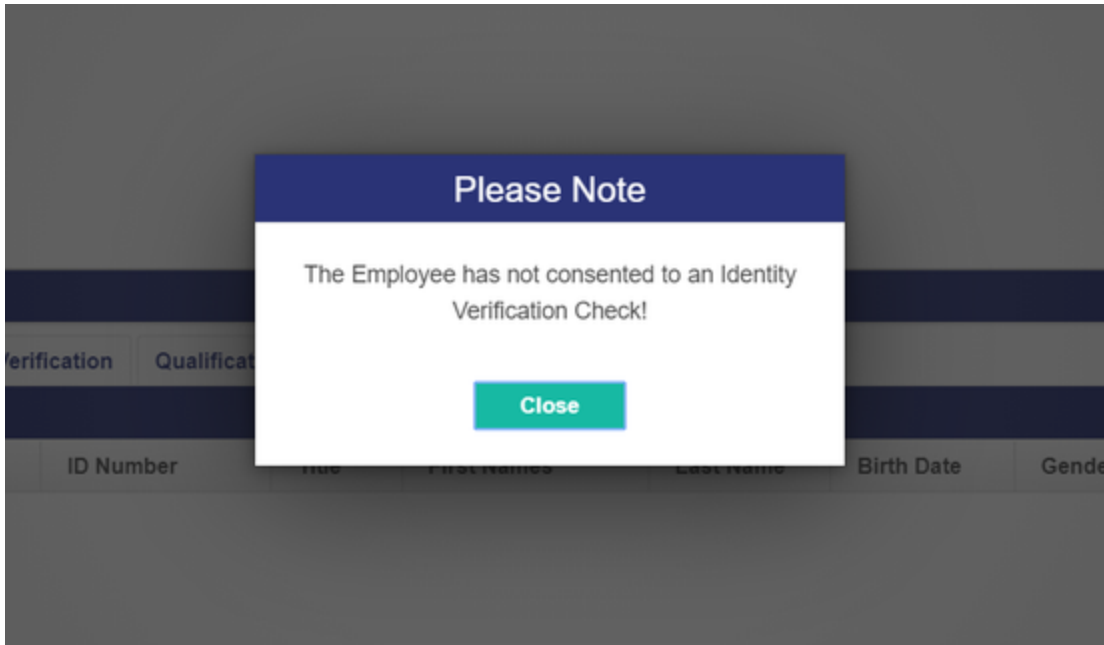
The Identity Verification validation is the first warning that will pop up, it serves as notification to the administrator that this is a mandatory verification.



When an administrator clicks on Verify for the first time, a cost incurrence warning will be displayed as follows: an administrator needs to select "Yes".

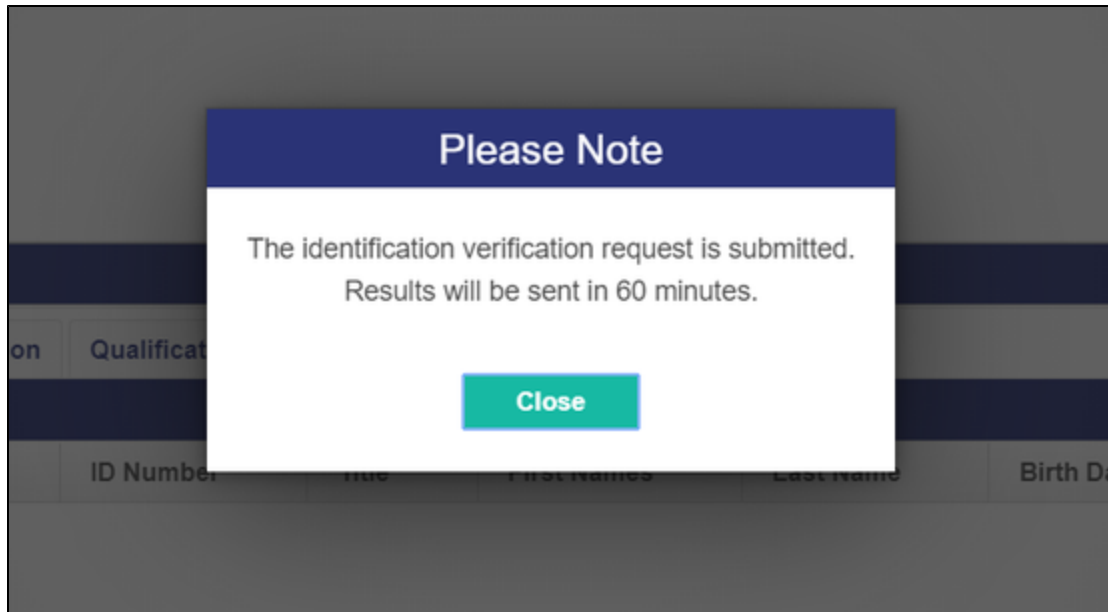


A consent form must be uploaded in order to process any verification on a candidate/employee. The following validation will be displayed if there is an attempt to Verify without the form:

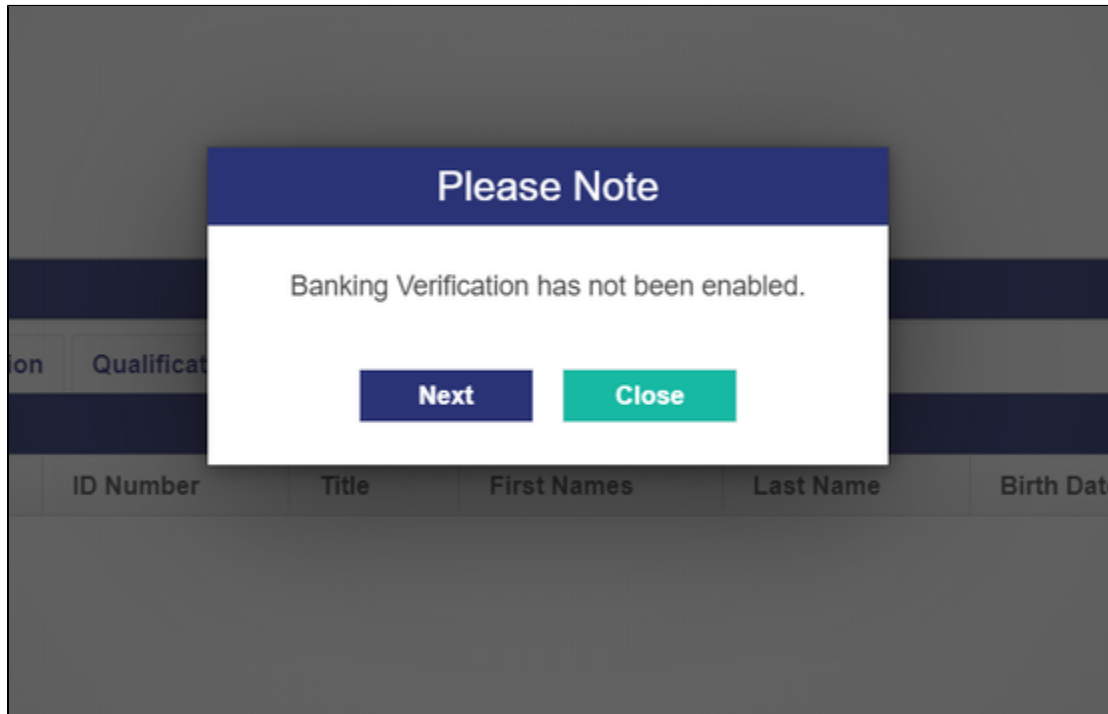


The effective date of consent must be selected, the effective date can be in the present or future.

When a Verification has been processed, a notification will be displayed indicating the expected time of when the results will be returned.



Warning when a Verification option has not been enabled:



Points of Failure

If the [Third-Party](#) (Fides) takes longer than expected to return verification results, an error description or Tracking ID will be required for [PSiber Support Department](#) to follow up with the Third Party.

The tracking ID will be displayed on the results screen:

Identity Verification ✕ ☰

Effective Date

📅

↻

Results

Result Status

Completed

Result Report

Error Description

Entering invalid fingerprints more than thrice will lead to a user being blocked off the system, the particular user will have to contact [AfiSwitch](#) directly in order to be reinstated or given permission to continue using the system.

A criminal check must be run at least once over a 6 month period in order to maintain an active status on [AfiSwitch](#)

AFTERCARE

The below are approximate timeframes required to return successful results:

Verification	SLA
Identity Verification	60minutes
Credit Check	60minutes
Bank Details	60minutes
Drivers Licence	24 - 48 hours
Qualifications	24 – 48 hours *Pre 1992 Matric results may take up to 6 weeks

END OF DOCUMENT

