

Request Employment Verification

What You Need to Know

- Employment Verification is available from the Key Services View.
- Employment Verification within MyBiz+ provides Appropriated Fund (APF) and Non-appropriated Fund (NAF) employees the functionality to send employment verification information directly to a Third Party Requestor via e-mail.
- Employees may request as many employment verifications as needed.
- The employment verification information consists of employment only or employment and salary information. A preview function is available before the transaction is completed.
- The recipient and employee both receive a password-protected attachment, and only the employee receives the password in a separate email. The employee must provide the password to the recipient.
- **NAF Note:** All screen displays are the same for APF and NAF except for the [NAF Employment and Salary Information](#) section and output. NAF salary information provides Average Hours Per Pay Period and Base Pay as opposed to APF providing Total Pay and Total year-to-date (YTD).

The screenshot displays the MyBiz+ user interface. At the top, there is a navigation bar with links for 'Other DCPDS Applications', 'Favorites', 'Customer Support', 'Help', and 'Logout'. Below this, a 'Notifications' table shows two entries: 'W4 Information Review' (17-Dec-2015) and 'Change of Supervisor Notice (Confirmation Number: 000145)' (30-Nov-2015). A message indicates 'You have 1 unread notifications.' The main content area is divided into several sections: 'Key Services' (with 'Request Employment Verification' highlighted by a red arrow), '\$ Pay' (showing Gross Pay: 3418.00, Net Pay: 2047.37, and Pay Period End Date: 18-Apr-2015), '\$ Leave' (showing Annual Leave Balance: 244.00, Sick Leave Balance: 270.75, and Annual Leave Forfeit Balance: 156.00), and 'Professional Development' (listing Education, Training, and Certification/Licenses). A 'Last Personnel Action' section shows 'Individual Time Off Award' effective 04-Nov-2015. At the bottom, there is a 'Detail Pages' section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports. The footer contains accessibility and privacy information.

| Read / Unread | Title | Start Date |
|---------------|---|-------------|
| * | W4 Information Review | 17-Dec-2015 |
| | Change of Supervisor Notice (Confirmation Number: 000145) | 30-Nov-2015 |

| Key Services | |
|---------------------------------|---------------------|
| Update MySupervisor | Manage Key Services |
| MyPerformance | |
| Request Employment Verification | |
| Civilian Career Report | |
| Update Contact Information | |
| Update Professional Development | |
| SF50 Personnel Actions | |

| \$ Pay | |
|----------------------|-------------|
| Gross Pay: | 3418.00 |
| Net Pay: | 2047.37 |
| Pay Period End Date: | 18-Apr-2015 |

| \$ Leave | |
|---|--------|
| Annual Leave Balance: | 244.00 |
| Sick Leave Balance: | 270.75 |
| Annual Leave Forfeit Balance (Use or Lose): | 156.00 |

| Professional Development | |
|--------------------------|--|
| Education: | Business Administration and Management, General (520201) Bachelor's degree - (1981) |
| Training: | LEADING TEAMS: DEALING WITH CONFLICT (01-Oct-2014 - 08-Jan-2015) |
| Certification/Licenses: | No Certificates/Licenses Available |

| Last Personnel Action | |
|-----------------------|---------------------------|
| Type of Action: | Individual Time Off Award |
| Effective Date: | 04-Nov-2015 |

| Performance Information | |
|-------------------------|---|
| 15-Dec-2014 | (5) 5 - Role Model, Exceptional, more |
| 18-Jan-2014 | (4) 4 - Exc Expect, Exc Full Succ, more |
| 28-Dec-2012 | (5) 5 - Role Model, Exceptional, more |

Detail Pages: Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, Reports

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

The Employment Verification page requires selection and input:

1. **Information to Send** - Select either Employment Information or Employment and Salary Information. Definitions of each are in the box on the right labeled **Related Information**.
2. **Recipient Information** - The TO block is used for the third party email address such as the bank or lender, etc. *My Email is the email address of the employee where the password will be sent. *My Email defaults to the work email address in the system, however, the email address can be overwritten.

The **Note** located below ***My Email** explains the email process in detail.

Select the *Continue* button at the bottom right to preview the employment information selected and to move on to the *Acknowledge and Submit* page.

Use the *Cancel* button to terminate the request in its entirety and return to the MyBiz+ homepage.

MyBiz+ Other DCPDS Applications - ★ Favorites - Help - Logout

Employee Supervisor Organization

Home / Employment Verification

Information

Employment verification releases employment information and, optionally, salary information to an external organization or person, also known as "Recipient".

Important!

Prior to completing the Employment Verification request, ensure a valid e-mail address is listed in the "My Email" field below. The password will be e-mailed to you at this address. If your e-mail address is blank or incorrect, enter or overwrite the e-mail displayed. You can also update your work e-mail by selecting Key Services > Update Contact Information > Work Email > Update.

Information to Send

Employment Information
 Employment and Salary Information

Recipient Information

*To:
*My Email:

Note: Two distinct email addresses are required. Your password-protected employment verification document will be sent to the recipient identified in the "To" line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the individual identified in the "To" line. It is your responsibility to share the password with the intended recipient.

Related Information

Employment Information: Releases personal, assignment and period of service details.

Cancel Continue

The Employment Verification - Acknowledge and Submit page depicted below has two (2) sections with four options:

Sections:

1. Recipient Information - Shows the email addresses entered from the previous page, the Reference Number of the transaction and an information disclaimer.
2. Preview - Displays the employment information or salary information as selected from the previous page.

Four Options:

1. The [Print Receipt](#) button located in the upper right allows employees to print or save a PDF copy of their employment verification information. A decision box will appear to either open the document to preview it, or save it.
2. *Cancel* button, if selected, aborts the request in its entirety and the navigator screen will display again
3. *Back* button will take you to the previous page.
4. Select *Acknowledge and Submit* button to continue with the request.

MyBiz+ Other DCPDS Applications - Favorites - Help - Logout

Employee: Test Account Supervisor: Organization: 937 TRAINING GP

Home / Employment Verification

Acknowledge and Submit

Recipient Information

To: newcar.sales@dealer.com
My Email: first.last.civ@mail.mil
Reference Number: 468908_20141112091005

By selecting the 'Acknowledge and Submit' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the Internet.

Preview

Information as of: 12-Nov-2014
Headquarters Address: XXX

Employment Status: Active
Original Hire Date: 04-Apr-2005
Job Title: INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)

Employer: Air Education and Training Command
Duty Station: WRIGHT-PATTERSON AFB / GREENE / OHIO
Social Security Number (last 4-digits only):
Most Recent Start Date: 03-Nov-2013
Total Time With Employer: 9 years 7 months 8 days

Note: For further information, contact your Human Resources Office (HRO).
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Buttons: Cancel, Back, **Acknowledge and Submit**, **Print Receipt**

Do you want to open or save **EMPLOYMENT_VERIFICATION.pdf** from warlock.dcpds.cpms.osd.mil?

Buttons: Open, Save, Cancel

Confirmation - After the *Acknowledge and Submit* button is selected, the confirmation page displays with a disclaimer about the process and shows the email addresses involved. Select *Yes* to continue.

The screenshot shows the MyBiz+ interface. At the top, there is a navigation bar with the MyBiz+ logo on the left and links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout' on the right. Below this is a header section with three columns: 'Employee' (Test Account), 'Supervisor', and 'Organization' (937 TRAINING GP). A secondary navigation bar contains 'Home / Employment Verification' and a set of mini icons. The main content area is titled 'Confirmation' and contains a disclaimer: 'Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification. By selecting "Yes" your Employment Verification will be sent in a password protected PDF document to newcar.sales@dealer.com. A second email containing the computer generated password will be sent to you at first.last.civ@mail.mil. You are responsible for providing the password to the intended recipient so the document can be viewed.' At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Yes' (highlighted with a red box).

Consent to Release - The process continues with the Consent to Release page; consenting the release of PII information to the Recipient. Select *Yes* to continue.

The screenshot shows the MyBiz+ interface. At the top, there is a navigation bar with the MyBiz+ logo on the left and links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout' on the right. Below this is a header section with three columns: 'Employee' (Test Account), 'Supervisor', and 'Organization' (937 TRAINING GP). A secondary navigation bar contains 'Home / Employment Verification' and a set of mini icons. The main content area is titled 'Consent to Release' and contains a disclaimer: 'Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification. In requesting employment and/or salary verification be provided to the recipient identified in this request, I hereby consent to the release to the recipient of the personally identifiable (PII) information required to verify my employment and/or salary, as the case may be.' At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Yes' (highlighted with a red box).


Email Confirmation - This is the final page of the request. Select *Return to Homepage*, or select one of the mini icons from the Navigation Bar, or select Home.

The screenshot shows the MyBiz+ interface. At the top, there is a navigation bar with the MyBiz+ logo on the left and links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout' on the right. Below this is a header section with three columns: 'Employee' (Test Account), 'Supervisor', and 'Organization' (937 TRAINING GP). A secondary navigation bar contains 'Home / Employment Verification' and a set of mini icons (the 'Home' icon is highlighted with a red box). The main content area is titled 'E-Mail Confirmation' and contains a message: 'An e-mail containing employment verification has been sent to newcar.sales@dealer.com; first.last.civ@mail.mil. Depending on email traffic at your location, delivery of the Employment Verification emails should be within 15 minutes. Please keep in mind if your email box is full, you will not receive the email. If you did not receive the email notification within 15 minutes and your email box is not over the size limit, submit once more. If that is still unsuccessful, please contact your Component's System Help Desk - the System Help Desk Contacts list is posted under the HELP menu or at the bottom of the page as System Help Desk Contacts.' At the bottom right, there is a button labeled 'Return to Home Page' (highlighted with a red box).

Print Receipt Examples of Employment Verification


APF

The Print Receipt copy is the same as what the Recipient will receive. The 'emailed to' line at the bottom is blank because this is the Print Receipt copy and it has not been sent to anyone.

| | |
|---|--|
|  | <h3>Employment Verification</h3> <p>Example of APF Print Receipt</p> <hr/> |
| <p>NOTE: <i>This document contains personally identifiable information provided to you solely for the purpose of employment and/or salary verification at the request and with the consent of the person to whom this information pertains. This information is subject to the Privacy Act of 1974, 5 U.S.C. § 552a, and is not to be used or disseminated for any other purpose without the express consent of the individual to whom it pertains. Be advised this information should also be safeguarded in accordance with other applicable federal, state or local laws.</i></p> | |
| <h4>Employment Information</h4> | |
| <p>Dear Sir or Madam,</p> | |
| <p>The following information is provided in response to your request for an Employment Verification; Reference Number: 389052_20140703130231.</p> | |
| <p>Employee Name: Test Account</p> | |
| <p>Information Current as of: 12-Nov-2014</p> | |
| <p>Employer: U.S. Air Forces, Europe</p> | |
| <p>Headquarters Address: USAF IN EUROPE CM A1 AFE COMMAND: 0D PERSONNEL ORG-STR: A1K RAMSTEIN AB GERMANY 09094-5000 AUTH PAS: RF0DFC2M</p> | |
| <p>Duty Station: RAMSTEIN / GERMANY</p> | |
| <p>Social Security Number (last 4-digits only):</p> | |
| <p>Employment Status: Active Most Recent Start Date: 08-Apr-1985 Original Hire Date: 08-Apr-1985 Total Time With Employer: 29 years 2 months 25 days</p> | |
| <p>Job Title: SUPERVISORY HUMAN RESOURCES SPECIALIST</p> | |
| <p>Emailed To:</p> | |

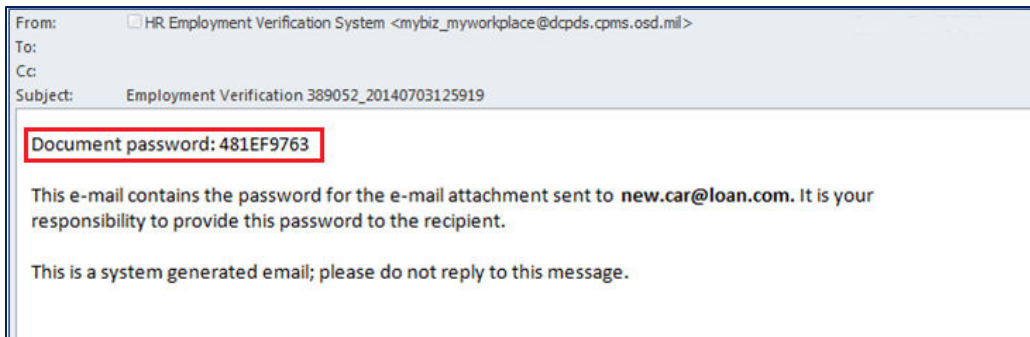
NAF

This is a NAF Print Receipt example depicting the salary information as it differs from APF salary information. The 'emailed to' line at the bottom is blank because this is the Print Receipt copy.

| | |
|--|--|
|  | Employment Verification NAF EXAMPLE |
| <p><i>NOTE: This document contains personally identifiable information provided to you solely for the purpose of employment and/or salary verification at the request and with the consent of the person to whom this information pertains. This information is subject to the Privacy Act of 1974, 5 U.S.C. § 552a, and is not to be used or disseminated for any other purpose without the express consent of the individual to whom it pertains. Be advised this information should also be safeguarded in accordance with other applicable federal, state or local laws.</i></p> | |
| Employment and Salary Information | |
| Dear Sir or Madam, | |
| The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 391580_20140710101557. | |
| Employee Name: Julius | |
| Information Current as of: 12-Nov-2014 | |
| Employer: U.S. Air Forces, Europe | |
| Headquarters Address: NAF AVIANO AB | |
| Duty Station: AVIANO / ITALY | |
| Social Security Number (last 4-digits only): | |
| Employment Status: Active | |
| Most Recent Start Date: 16-Nov-2008 | |
| Service Computation Date - Length of Service: 24-Jan-2010 | |
| Total Time With Employer: 4 years 5 months 16 days | |
| Job Title: BOWLING CENTER OPERATIONS MANAGER | |
| Rate of Pay: Hourly | |
| Average hours Per Pay Period: at least 40 | |
| Base Pay: \$11.49 | |
| Emailed To: | |

Employment Verification Email Examples

For both APF and NAF, this is an example the Employee receives containing the document password. The employee should provide the Recipient the password so they can access the Employment Verification information.



This is an email example the third party Recipient receives (i.e., Bank or Lender). Notice the attachment on the email and the password screen below that appears once the attachment is opened. The employee is responsible for providing the third party recipient the password.

