

UAB Self Service Applications Employment Verification Form (Excluding Earnings History)

The Employment Verification Form is located under the Self Service responsibility in the Administrative System. The form allows employees to obtain a printable verification of current employment information with or without salary details and earnings history. It may be printed and delivered to the party requesting the information. Each form has a unique identification number that enables the Payroll Services/UAB HRM Records area(s) to verify and/or validate the data.

UAB Self Service Applications → Employment Verification Form

The **EMPLOYEE VERIFICATION SUBMIT FORM** will load. To exclude earnings history, remove the **check** from the box as indicated in the graphic and select **Submit**.

ORACLE[Close Window](#)

Employment Verification Submit Form

To obtain a printable verification of current employment information, salary information, and history of earnings, please select the appropriate year and click "Submit". Please note that year selected only applies to earnings history information; all other information will be as of today's date.

Printed on each form is a unique Report ID number that may be used to verify information with UAB HRM Records Administration or UAB Payroll Services as appropriate. Please refer to the contact information located at the bottom of the verification form.

If you do not wish to include salary amounts or earnings history, please uncheck the box below.

Employee Number **1234567**

Include Earnings History for Year

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The **VERIFICATION DETAILS** page will load. The information is accurate as of the day of the request. **NOTE: Each verification form contains a unique identification number.** The number is located in the upper and lower right hand corner of the form.

ORACLE		Close Window
Verification Details as of 19-JAN-2006		
		Report ID: 713
Person Information		
Social Security	111-11-1111	Employee Name UAB EMPLOYEE
Employee Number	1234567	
Employment Information		
Hire Date	15-MAR-1999	Emp Status Active
Employment Category	Regular FT	Termination Date N/A
Job Title	Program Coordinator I	
<p>This verification information is programmatically produced for your records. To verify information, please call HRM Records Administration at (205) 934-4408</p> <p>HRM Records Administration 701 South 20th Street Suite 254 Birmingham, AL 35294 (205)934-4408</p>		
Select to return Submit Page		Report ID: 713

The verification form is divided into two sections. The **PERSON INFORMATION** section includes the employee's social security number, employee identification number and name.

Person Information	
Social Security	111-11-1111
Employee Number	1234567
Employee Name	UAB EMPLOYEE

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The **EMPLOYMENT INFORMATION** section includes the employee's hire date, employment status, current job title and termination date.

Employment Information			
Hire Date	15-MAR-1999	Emp Status	Active
Employment Category	Regular FT	Termination Date	N/A
Job Title	Program Coordinator I		

Contact information is provided for the recipient of the report to verify and/or validate the data.

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