

UAB Self Service Applications Employment Verification Form (Including 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 include earnings history, check the **box** as indicated in the graphic.

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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

(ex: 2005)

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Enter the **Year** and select **Submit**.

Employee Number **1234567**

Include Earnings History for Year

(ex: 2005)

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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: 712	
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		
Payroll Information			
Base Pay	\$4,558.96	Amount of Next increase	Unknown
Average Hours/ Week	40	Pay Frequency	MONTHLY
Date of Last Increase	01-JUL-2005	Prior Base Pay	\$4,300.91
Date of Next Increase	Unknown		
Earnings History			
Year 2005			
Regular YTD	\$53,333.92		
Overtime YTD	\$0.00		
Total Gross YTD	\$53,333.92		
Year 2004			
Regular YTD	\$48,158.03		
Overtime YTD	\$0.00		
Total Gross YTD	\$48,158.03		
Note: Any Overtime is not guaranteed.			
This verification information is programmatically produced for your records. To verify information, please call UAB Payroll Services at (205) 934-4523 (menu option 2)			
Payroll Services 701 South 20th Street Suite 280 Birmingham, AL 35294 (205)934-4523 (menu option 2)			
Select to return Submit Page		Report ID: 712	

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The verification form is divided into 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

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
Employment Category	Regular FT
Job Title	Program Coordinator I
Emp Status	Active
Termination Date	N/A

The **PAYROLL INFORMATION** section includes the employee's current base rate, average hours per week, date of last increase, date of next increase, amount of next increase, pay frequency and prior base pay. **NOTE: All payroll data is related to the employee's primary assignment ONLY.**

Payroll Information	
Base Pay	\$4,558.96
Average Hours/ Week	40
Date of Last Increase	01-JUL-2005
Date of Next Increase	Unknown
Amount of Next increase	Unknown
Pay Frequency	MONTHLY
Prior Base Pay	\$4,300.91

The **EARNINGS HISTORY** section contains earnings for the year requested and prior year. Amounts reflect year to date (YTD) earnings from all employee assignments.

Earnings History	
Year 2005	
Regular YTD	\$53,333.92
Overtime YTD	\$0.00
Total Gross YTD	\$53,333.92
Year 2004	
Regular YTD	\$48,158.03
Overtime YTD	\$0.00
Total Gross YTD	\$48,158.03

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

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Payroll Services
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