UAB Self Service Application

Employment Verification Report (Including Earnings History)

The Employment Verification Report is located under the Self Service responsibility in the Oracle Administrative System. The report 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.

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The PERSONAL HOME PAGE is your point of access to the UAB SELF SERVICE APPLICATIONS.

On the UAB SELF SERVICE APPLICATIONS link to access the UAB SELF SERVICE APPLICATIONS menu. The Self Service Applications menu should resemble the one to the right. Click on the EMPLOYMENT VERIFICATION REPORT menu option.

The Employee Verification Submit Form will load. To include earnings history, check the box as indicated in the graphic.
Enter the Year and select Submit.

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

The verification form is divided into sections. The Person Information section includes the employee's social security number, employee identification number and name.

The Employment Information section includes the employee's hire date, employment status, current job title and termination date.

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.**

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