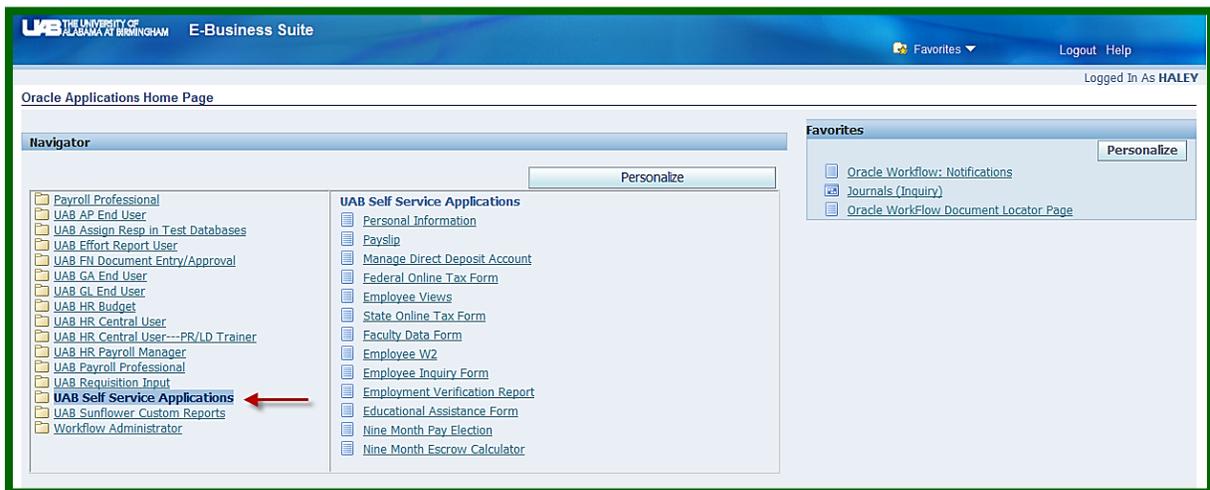# UAB Self Service Application
Employment Verification Report (Excluding Earnings History)

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.

UAB Self Service Applications → Employment Verification Report

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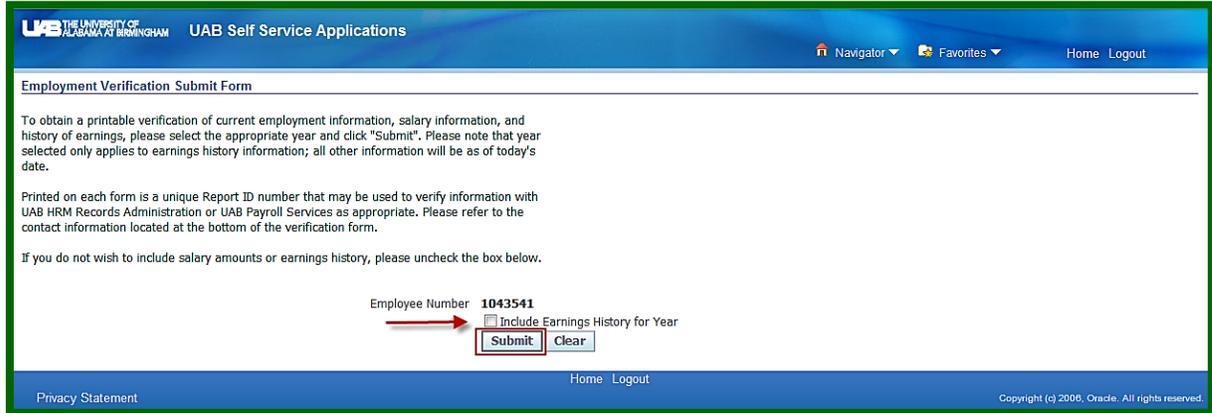

On the **UAB SELF SERVICE APPLICATIONS** link to access the **UAB SELF SERVICE APPLICATIONS** menu. The Self Service Applications menu should resemble the one to the right. Click on the **EMPLOYMENT VERIFICATION REPORT** menu option.

Employment Verification Report (Excluding Earnings History)

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*.

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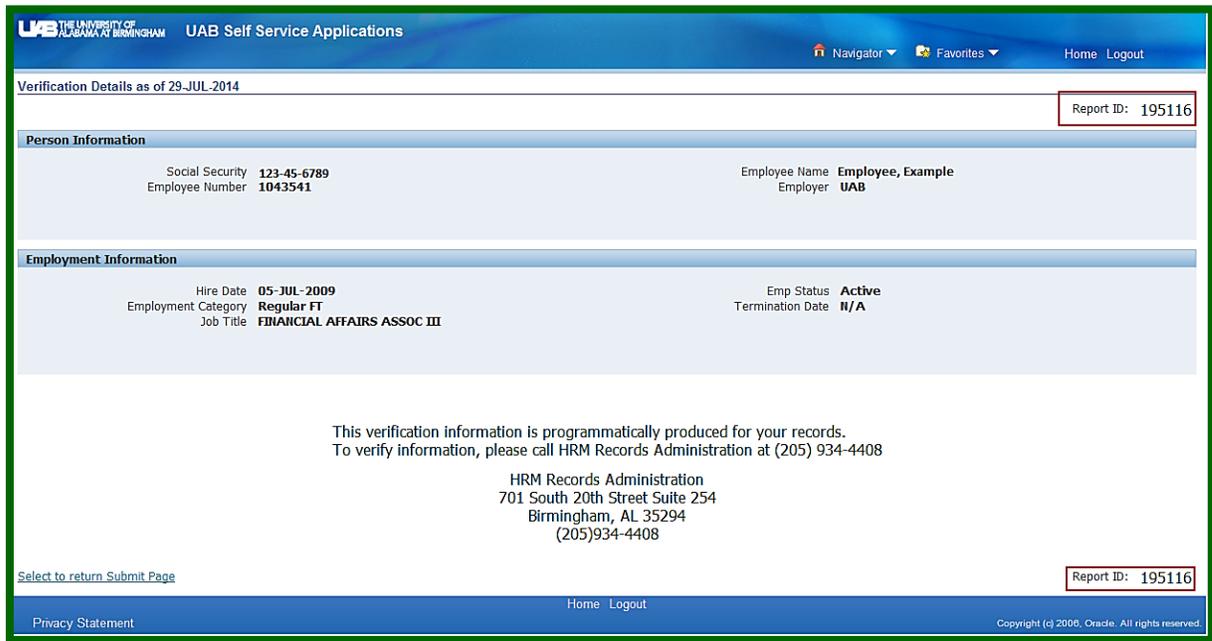
The verification form is divided into two sections. The **Person Information** section includes the employee's social security number, employee identification number and name.

Employment Verification Report (Excluding Earnings History)

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

Employment Information			
Hire Date	05-JUL-2009	Emp Status	**Active**
Employment Category	**Regular FT**	Termination Date	**N/A**
Job Title	**FINANCIAL AFFAIRS ASSOC III**		

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

This verification information is programmatically produced for your records.
To verify information, please call HRM Records Administration at (205) 934-4408

HRM Records Administration
701 South 20th Street Suite 254
Birmingham, AL 35294
(205)934-4408

Select to return Submit Page

Report ID: 195116