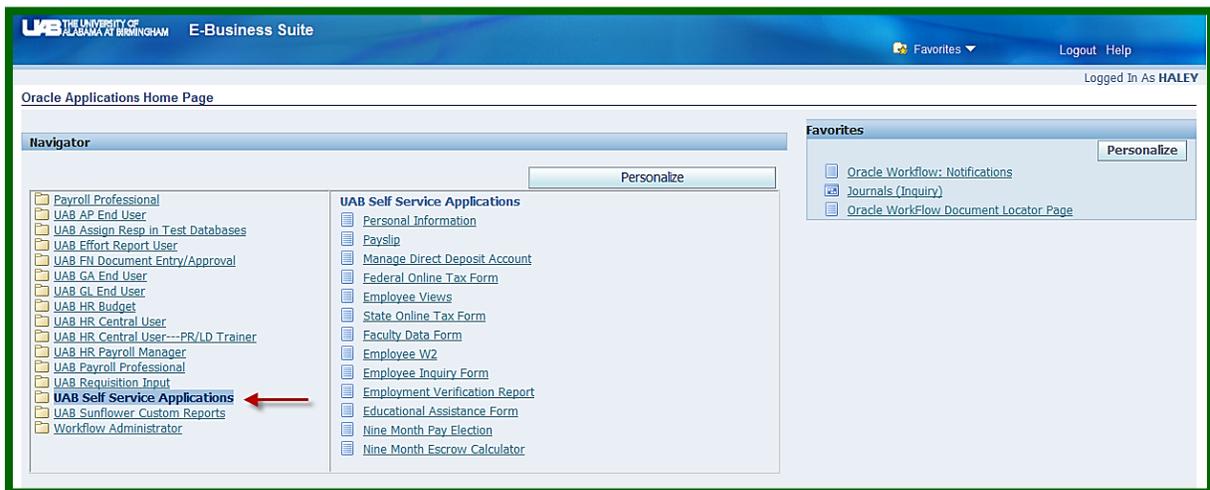


UAB Self Service Application Employment Verification Report (Excluding Earnings History)

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

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

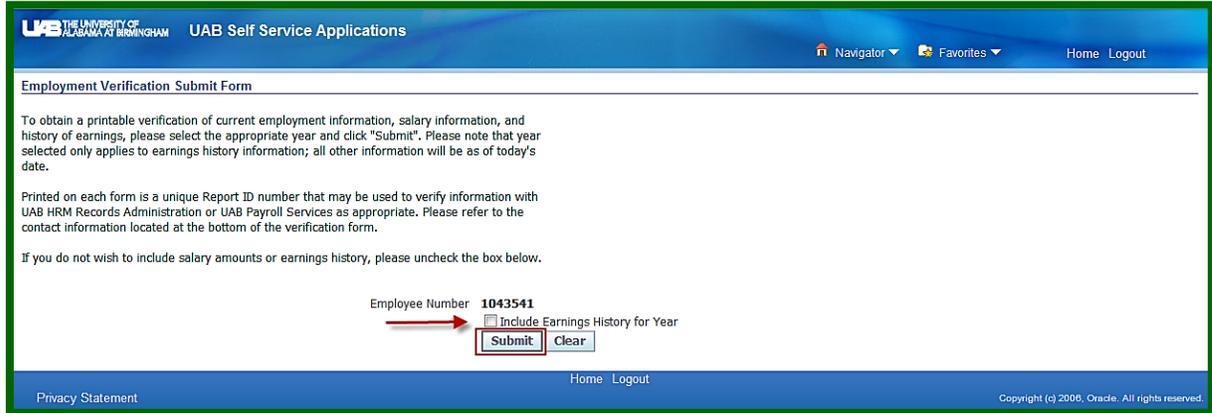


On the **UAB SELF SERVICE APPLICATIONS** link to access the **UAB SELF SERVICE APPLICATIONS** menu. The Self Service Applications menu should resemble the one to the right. Click on the **EMPLOYMENT VERIFICATION REPORT** menu option.



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**.



UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM UAB Self Service Applications

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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 **1043541**

Include Earnings History for Year

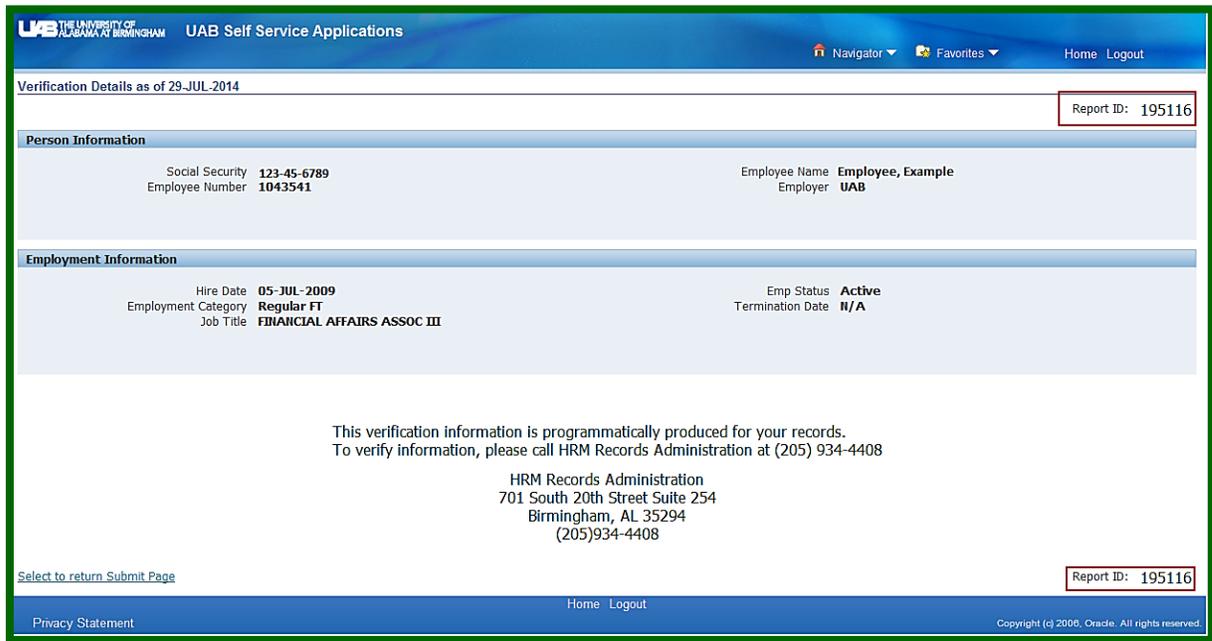
Submit **Clear**

Home Logout

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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.



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Verification Details as of 29-JUL-2014

Report ID: 195116

Person Information

Social Security	123-45-6789	Employee Name	Employee, Example
Employee Number	1043541	Employer	UAB

Employment Information

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

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

Home Logout

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



Social Security	123-45-6789	Employee Name	Employee, Example
Employee Number	1043541	Employer	UAB

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
Employment Category	Regular FT
Job Title	FINANCIAL AFFAIRS ASSOC III
Emp Status	Active
Termination Date	N/A

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

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Birmingham, AL 35294
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[Select to return Submit Page](#)

Report ID: 195116