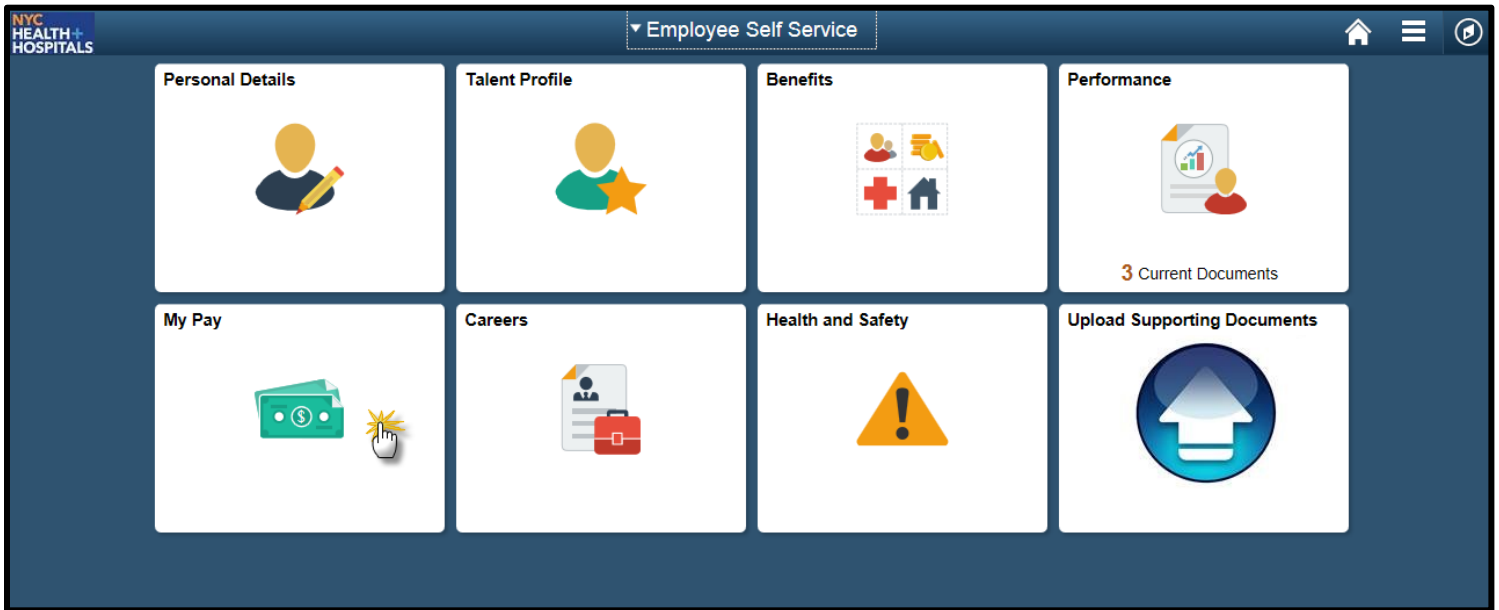
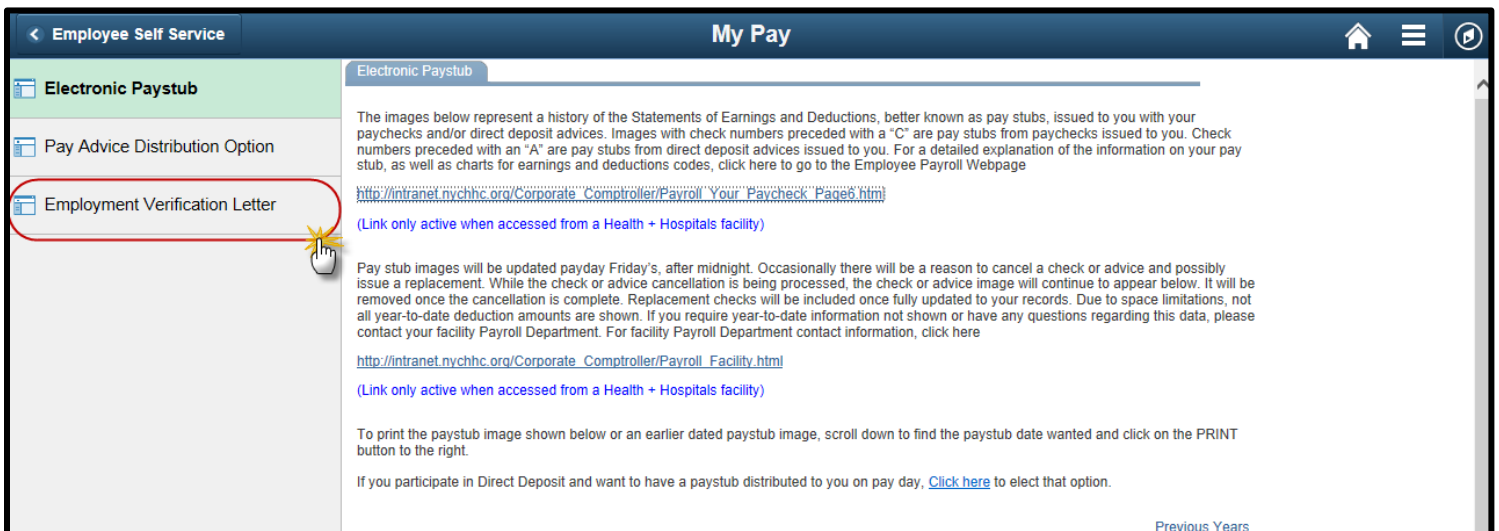


Generating an Employment Verification Letter via Employee Self Service

1. After successfully logging into **PeopleSoft**, Click on the **“My Pay”** tile on homepage.



2. On the **“My Pay”** page, click on the **“Employment Verification Letter”** tab.



Requesting Verification of Employment Only

3. Click on Request Verification of Employment Only

Employee Self Service **My Pay**

Electronic Paystub
Pay Advice Distribution Option
Employment Verification Letter

EMPLOYMENT VERIFICATION LETTERS


JANE DOE SMITH

As part of our ongoing efforts to better serve our employees, NYC Health + Hospitals has implemented an online employee verification process through our Employee Self Service.

If you are requesting an employment verification letter from NYC Health + Hospitals please be advised that only your current and active compensation on your primary job can be confirmed through this process.

Please note: If you use a pop up blocker, you may have to disable it to display your Employment Verification letter.

Please click on the below letter that you would like to request.

[Request Verification of Employment Only](#) 

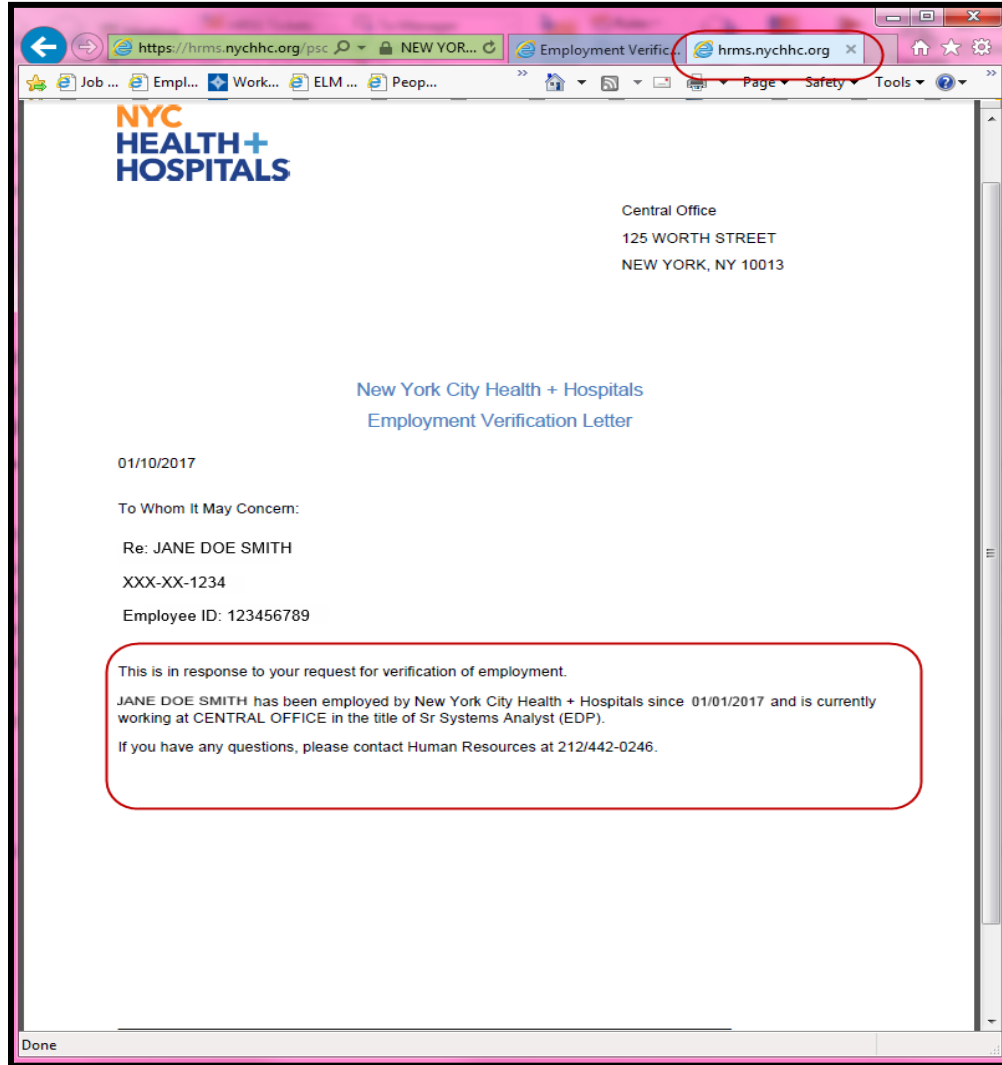
[Request Verification of Employment and Compensation](#)

If you need to obtain a letter with additional information, please contact your local Human Resources department.

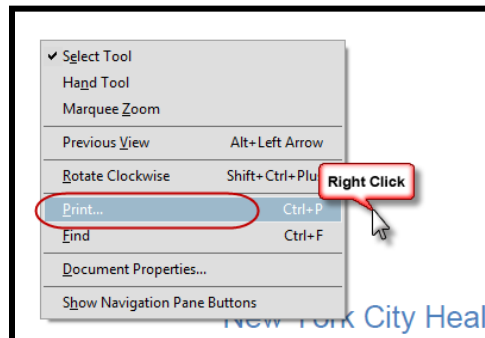
HR/Payroll Contacts		
CENTRAL OFFICE	Name	Phone
Human Resources	ANGELA TAYLOR	212/442-0246
Payroll	JOHN YAN	646/458-2738

**** Please note: If you use a pop up blocker, you may have to disable it to display your Employment Verification Letter**

4. A new page/tab will open with your **Employment Verification Letter for Employment Only**



5. **Right Click** on the letter page and select **Print** to print.



Requesting Verification of Employment and Compensation

6. Click on Request Verification of Employment and Compensation

The screenshot shows the 'Employee Self Service' portal. The left sidebar contains navigation options: 'Electronic Paystub', 'Pay Advice Distribution Option', and 'Employment Verification Letter' (which is highlighted in green). The main content area is titled 'EMPLOYMENT VERIFICATION LETTERS' for 'JANE DOE SMITH'. It contains a notice about the online verification process and a red note about pop-up blockers. Two buttons are visible: 'Request Verification of Employment Only' and 'Request Verification of Employment and Compensation'. The second button is circled in red, and a mouse cursor is clicking on it. Below the buttons is a table of HR/Payroll contacts.

EMPLOYMENT VERIFICATION LETTERS
JANE DOE SMITH

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Request Verification of Employment Only

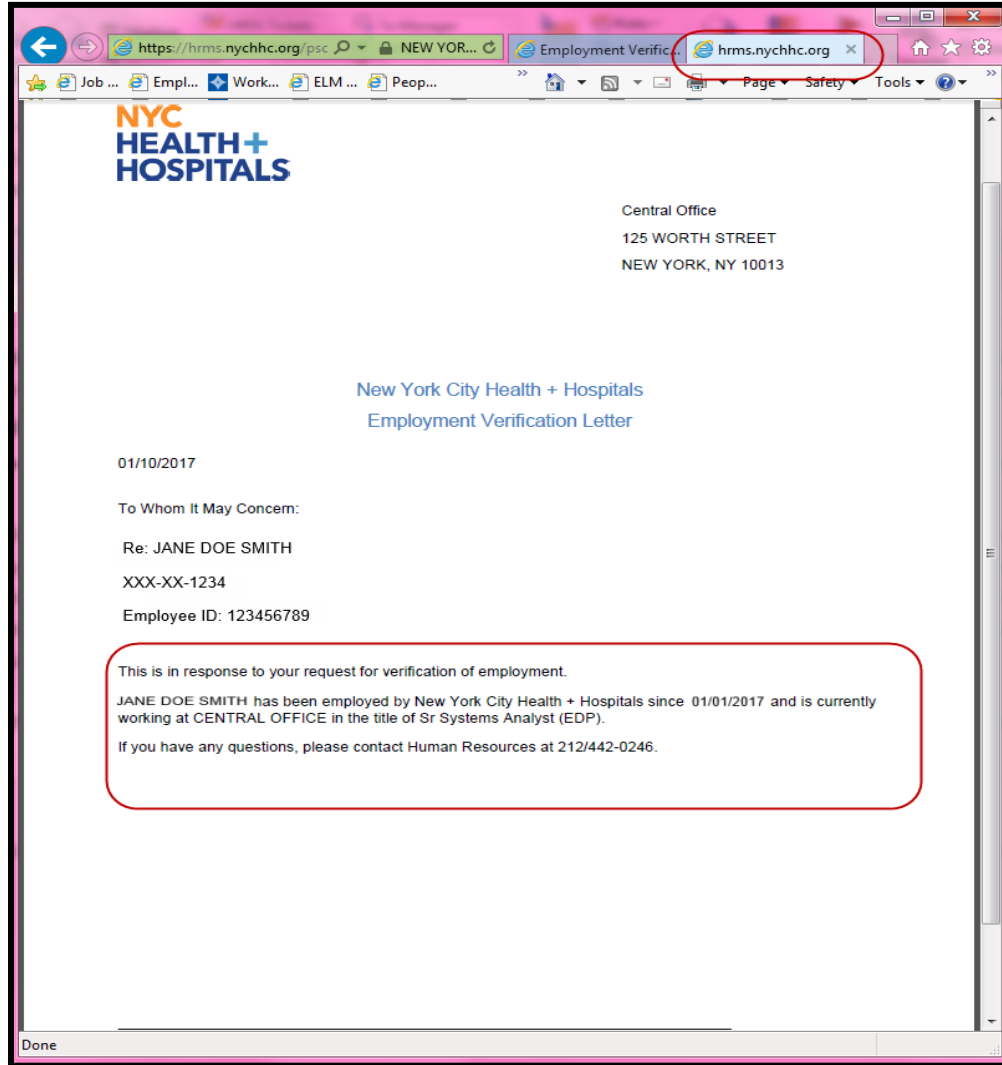
Request Verification of Employment and Compensation

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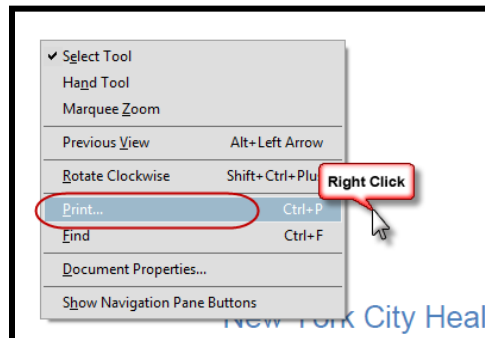
HR/Payroll Contacts		
CENTRAL OFFICE	Name	Phone
Human Resources	ANGELA TAYLOR	212/442-0246
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**** Please note: If you use a pop up blocker, you may have to disable it to display your Employment Verification Letter**

7. A new page/tab will open with your **Employment Verification Letter for Employment and Compensation**



8. **Right Click** on the letter page and select **Print** to print.



Viewing HR and Payroll Contact Information

9. The **Employment Verification Letters** page displays with your name. HR and Payroll Contact Information are listed on the bottom of the page.

Employee Self Service **My Pay**

Electronic Paystub

Pay Advice Distribution Option

Employment Verification Letter

EMPLOYMENT VERIFICATION LETTERS

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Request Verification of Employment Only

Request Verification of Employment and Compensation

If you need to obtain a letter with additional information, please contact your local Human Resources department.

HR/Payroll Contacts		
CENTRAL OFFICE	Name	Phone
Human Resources	ANGELA TAYLOR	212/442-0246
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