

How to Generate Employment Verification Letters

TABLE OF CONTENTS

- PAGES 2-5: <u>Requesting Verification of Employment Only</u>
- PAGES 6-9: Requesting Verification of Employment & Compensation
- PAGES 10-13: <u>Requesting Verification of Employment With Earnings for Mortgage Lenders</u>
- PAGES 14-16: Requesting Other Type of Verification of Employment

Requesting Verification of Employment Only

1. After successfully logging into PeopleSoft HR, click on the Payroll tile.







3. Click the Letter Type dropdown, select **Employment Verification No Salary/Compensation,** and then click the **GO** button.

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Payroll	
ॡ Paychecks	
() Tax Withholding	EMPLOTMENT VERIFICATION LETTERS
Employment Verification Letter	
👕 W-4 Tax Information	
👕 Direct Deposit	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.
Tiew W-2/W-2c Forms	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.
W-2/W-2c Consent	If you have any additional questions, or the letters below do not meet your needs, please email
Tiew Leave Balances	
Timesheets	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.
	Letter Type Employment Verification No Salary/Compensation Employment Verification With Earnings for Mortgage Lenders Employment Verification With Salary/Compensation Other (not listed here)



4. A new page/tab will open with your Employment Verification Letter for **Employment Only. Compensation is not included in this letter.**

NYC HEALTH+ HOSPITALS	
EMPLOYMENT VERIFICATION LE	TTER
EMPEOTMENT VERITICATION EE	
Human Resources Department 55 Water Street 26 th Floor New York, NY 10041 Email: <u>EmploymentVerification@nychhc.org</u>	
	03/10/2025
Re: Verification of Employment for	
Employee ID Number: Date of Birth: 1 Social Security Number: XXX-XX-	
To Whom It May Concern:	
This is in response to your request for verification of employment.	
has been employed by NYC Health + Hospitals since	
is currently working under CENTRAL OFFICE. 55 WATER ST 26 FL, in the title of	is located at
If you require further information please contact EmploymentVerification@ny	ychhc.org
Thank you,	
Peter Fragale	
Senior Assistant Vice President Human Resources Shared Services	
THIS IS AN AUTOMATED LETTER GENERATED FROM NYC HEALTH + HOSPITALS HR 03/10/2025	RINFORMATION SYSTEM



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



Requesting Verification of Employment and Compensation

1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.







3. Click the Letter Type dropdown, select **Employment Verification With Salary/Compensation**, and then click the **GO** button.

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Payroll	
🟹 Paychecks	
() Tax Withholding	EMPLOTMENT VERIFICATION LETTERS
Employment Verification Letter	
🔚 W-4 Tax Information	
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Timesheets	Please note: If you use a pop up blocker, you may have to disable it to display your Employment Verification letter.
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	Letter Type Employment Verification No Salary/Compensation Employment Verification With Earnings for Mortgage Lenders Employment Verification With Salary/Compensation Other (not listed here)



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

NYC HEALTH+ HOSPITALS
EMPLOYMENT VERIFICATION LETTER
Human Resources Department 55 Water Street 26 th Floor New York, NY 10041 Email: <u>EmploymentVerification@nychhc.org</u>
03/10/2025
Re: Verification of Employment for
Employee ID Number: Date of Birth: Social Security Number: XXX-XX-
To Whom It May Concern:
This is in response to your request for verification of employment.
has been employed by NYC Health + Hospitals since
is currently working under CENTRAL OFFICE. is located at 55 WATER ST 26 FL. in the title of
current gross salary plus differentials (if applicable) is Appual
If you require further information please contact EmploymentVerification@nychhc.org
Thank you,
Peter Fragale
Senior Assistant Vice President Human Resources Shared Services
THIS IS AN AUTOMATED LETTER GENERATED FROM NYC HEALTH + HOSPITALS HR INFORMATION SYSTEM 03/10/2025



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

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Requesting Verification of Employment With Earnings for Mortgage Lenders

1. After successfully logging into PeopleSoft HR, click on the Payroll tile.

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Employee Sel	f Service 🗸			< 2 of 4 >
	Delegations	Careers	Time	Payroll
	4 <u>8</u> 8 8			
				Last Pay Date 01/19/2024
	Personal Details	Person Profile	Benefit Details	Performance
	20			
				2 Current Documents





3. Click the Letter Type dropdown, select **Employment Verification With Earnings for Mortgage Lenders,** and then click the **GO** button.

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Payroll	
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() Tax Withholding	EMPLOTMENT VERIFICATION LETTERS
Employment Verification Letter	
🔚 W-4 Tax Information	
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Tiew Leave Balances	
Timesheets	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.
	Letter Type Employment Verification No Salary/Compensation Employment Verification With Earnings for Mortgage Lenders Employment Verification With Salary/Compensation Other (not listed here)

4. A new page/tab will open with your Employment Verification Letter for <u>Employment Verification With Earnings for Mortgage Lenders</u> (2 pages)

NYC HEALTH+ HOSPITALS		[Previous Year] (2024)
EMPLOYMENT AND SALARY VERIFICATION FOR MORTGAGE LENDERS		Base Pay: 111422.32 Overtime :
Name of Employee:	03/10/2025	0.00 Bonus (lf applicable): 20058.88
Address:		Commissions (If applicable): 0.00
Employment Data:	I	[Previous Year] (2023)
Date Employment Began:	1	Base Pay:
Date Employment Terminated (If applicable):		
Current Job Title:		Overtime: 0.00
Leave Status: Active		
Current Salary:		Bonus (If applicable):
Pay Frequency: Annual		0.00
Earnings Information (Current year is YTD)		Commissions (If applicable): 0.000
[Current Year] [2025]		
Base Pay:		
		If you require further information, please contact EmploymentVerification@nychhc.org
Overtime:		
0.000		
Bonus (If applicable):		Inank you,
0.000		Peter Fragale
Commissions (If applicable): 0.00	ł	Senior Assistant Vice President Human Resources Shared Services
		55 Water Street 26 th Floor New York, NY 10041
THIS IS AN AUTOMATED LETTER GENERATED FROM NYC HEALTH + HOSPITALS HR INFO 03/10/2025	RMATION SYSTEM	Email: EmploymentVerification@nychhc.org



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

✓ Select Tool		
Ha <u>n</u> d Tool		
Marquee <u>Z</u> oom		
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<u>F</u> ind	Ctrl+F	3
Document Properties		
S <u>h</u> ow Navigation Pan	e Buttons	c City Hea

Requesting Other Type of Verification of Employment

1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.







3. Click the Letter Type dropdown, select **Other (Not Listed Here)**, and then click the **GO** button.

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Payroll	
🟹 Paychecks	
() Tax Withholding	EMPLOTMENT VERIFICATION LETTERS
Employment Verification Letter	
📔 W-4 Tax Information	
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W-2/W-2c Consent	If you have any additional questions, or the letters below do not meet your needs, please email
📔 View Leave Balances	
Timesheets	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.
	Letter Type GO Employment Verification No Salary/Compensation Employment Verification With Earnings for Mortgage Lenders Employment Verification With Salary/Compensation Other (not listed here)

4. You will receive confirmation that an automated email has been sent to your **work** email address. The email sent will prompt you to provide more information about the specific employment verification letter you need, and to provide additional details to clarify the nature of your request.

Please email <u>EmploymentVerification@nychhc.org</u> this information, and **DO NOT** reply to the automated email.

EMPLOYMENT VERIFICATION LETTERS		
Thank you. An automated email has been sent to your work email address containing important information and instructions that will help us proceed with your request. If you have any questions or need further assistance, please do not hesitate to reach out to us at		
EmploymentVerification@nychhc.org		
Dear		
Thank you for contacting Employment Verification.		
We have received your request for employment verification. Unfortunately, the specific type of verification you are requesting is not listed in our standard categories. To better assist you, could you please provide additional details or clarify the nature of your request?		
Here are a few examples of helpful information:		
 The purpose of the verification (e.g., loan application, rental agreement, etc.) Any specific details or forms required 		
Attaching any additional documentation or context that may assist in processing your request		
Once we have the necessary information, we will be able to proceed with the verification process and provide you with the appropriate documentation.		
If you have any questions or need further assistance, please do not hesitate to reach out to us at EmploymentVerification@nychhc.org		
Thank you,		
Employment Verification		
Human Resources Shared Services		
THIS IS AN AUTOMATED EMAIL. PLEASE DO NOT REPLY.		