How to Generate Employment Verification Letters

TABLE OF CONTENTS

Requesting Verification of Employment Only

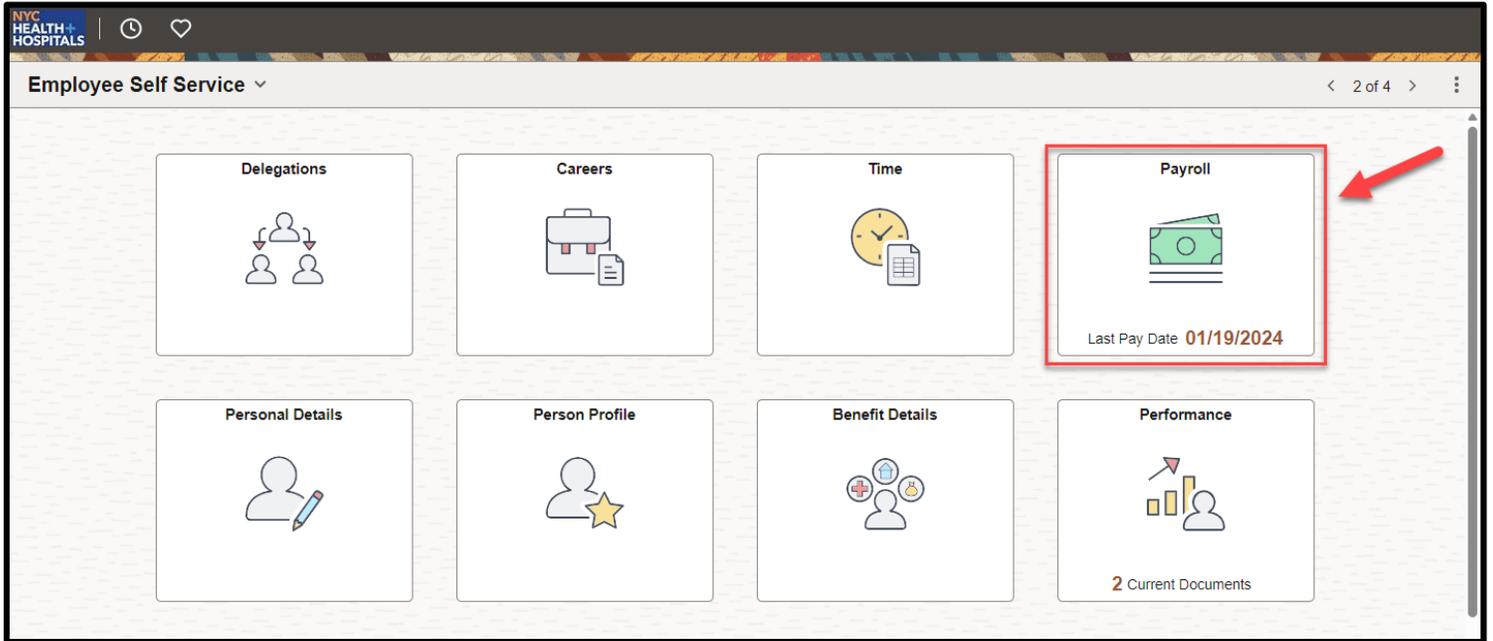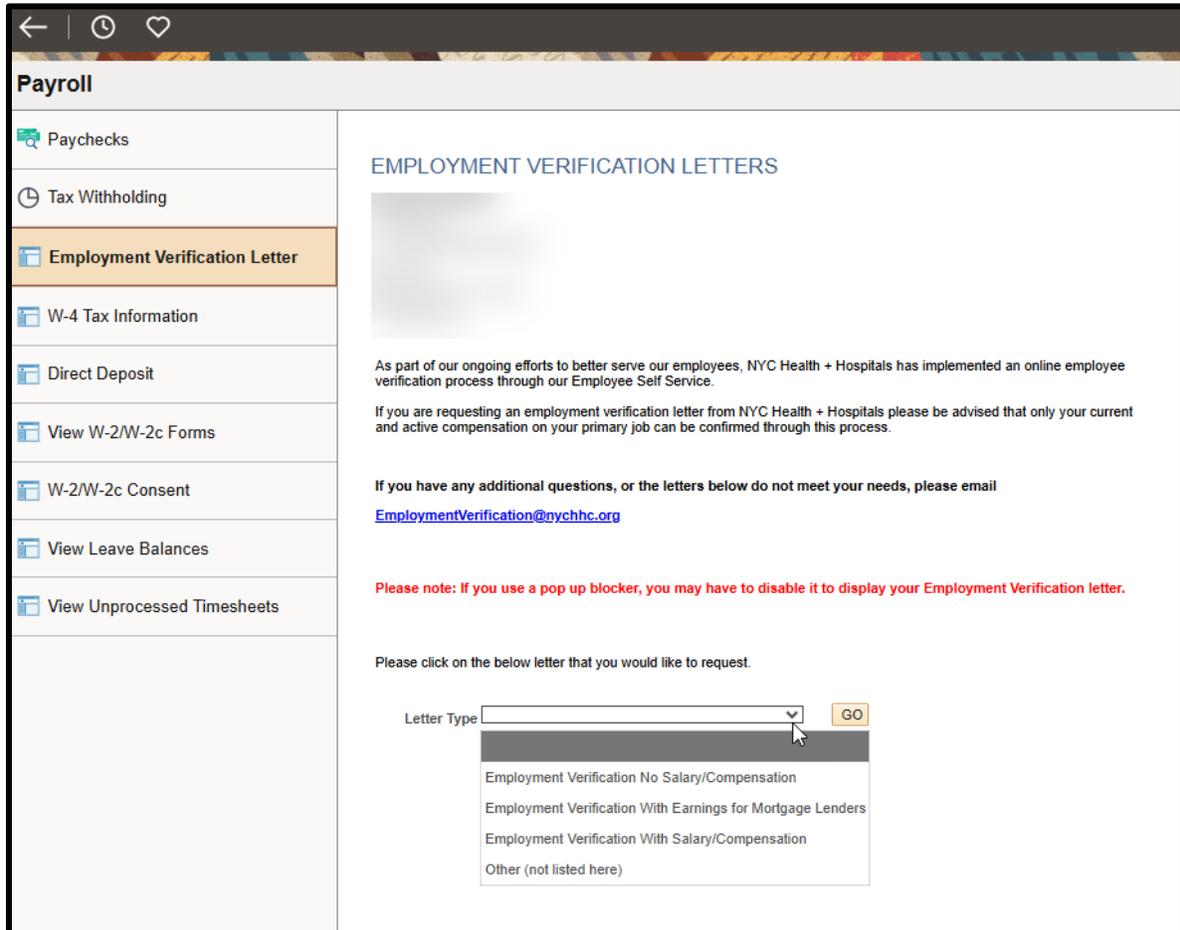**1.** After successfully logging into PeopleSoft HR, click on the **Payroll** tile.

2. Select the **Employment Verification Letter** option from the menu on the left.
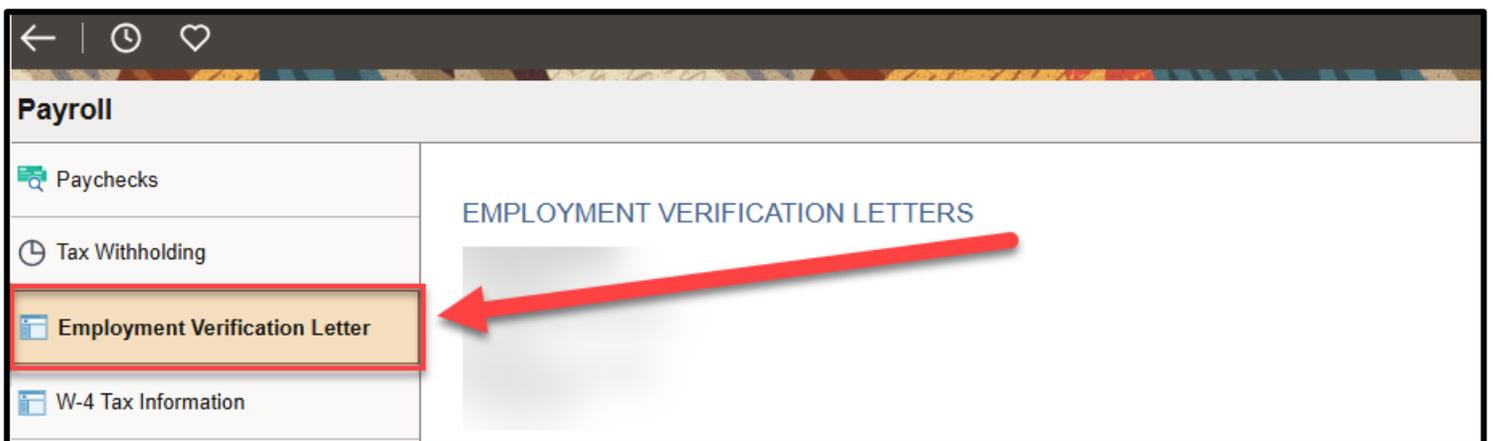
3. Click the Letter Type dropdown, select **Employment Verification No Salary/Compensation,** and then click the **GO** button.

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 **<u>Employment Only</u>. Compensation is not included in this letter.**

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EMPLOYMENT VERIFICATION LETTER

Human Resources Department
55 Water Street 26th Floor
New York, NY 10041
Email: EmploymentVerification@nychhc.org

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.

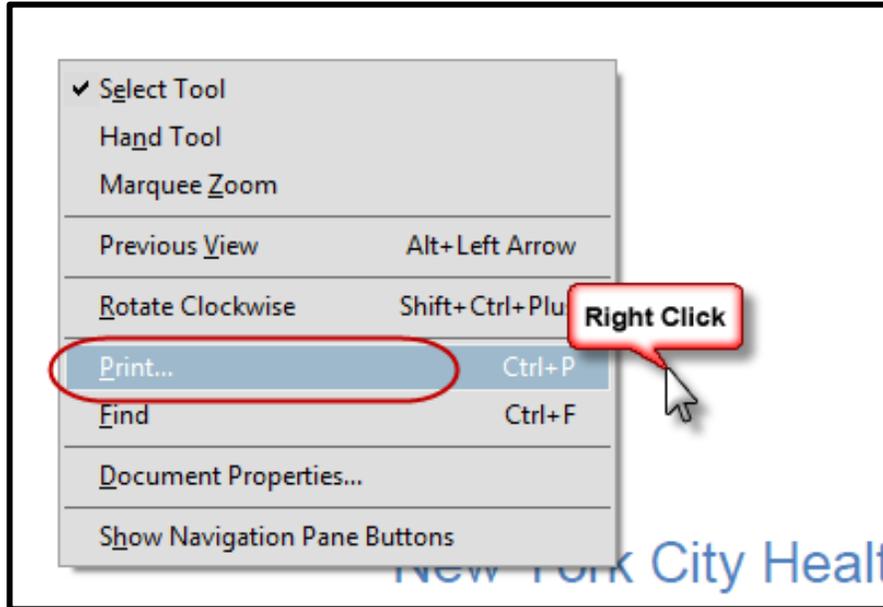▓▓▓▓ has been employed by NYC Health + Hospitals since ▓▓▓▓

▓▓▓▓ is currently working under CENTRAL OFFICE. ▓▓▓▓ is located at 55 WATER ST 26 FL, ▓▓▓▓ in the title of ▓▓▓▓.

If you require further information please contact EmploymentVerification@nychhc.org

Thank you,

Peter Fragale

Senior Assistant Vice President
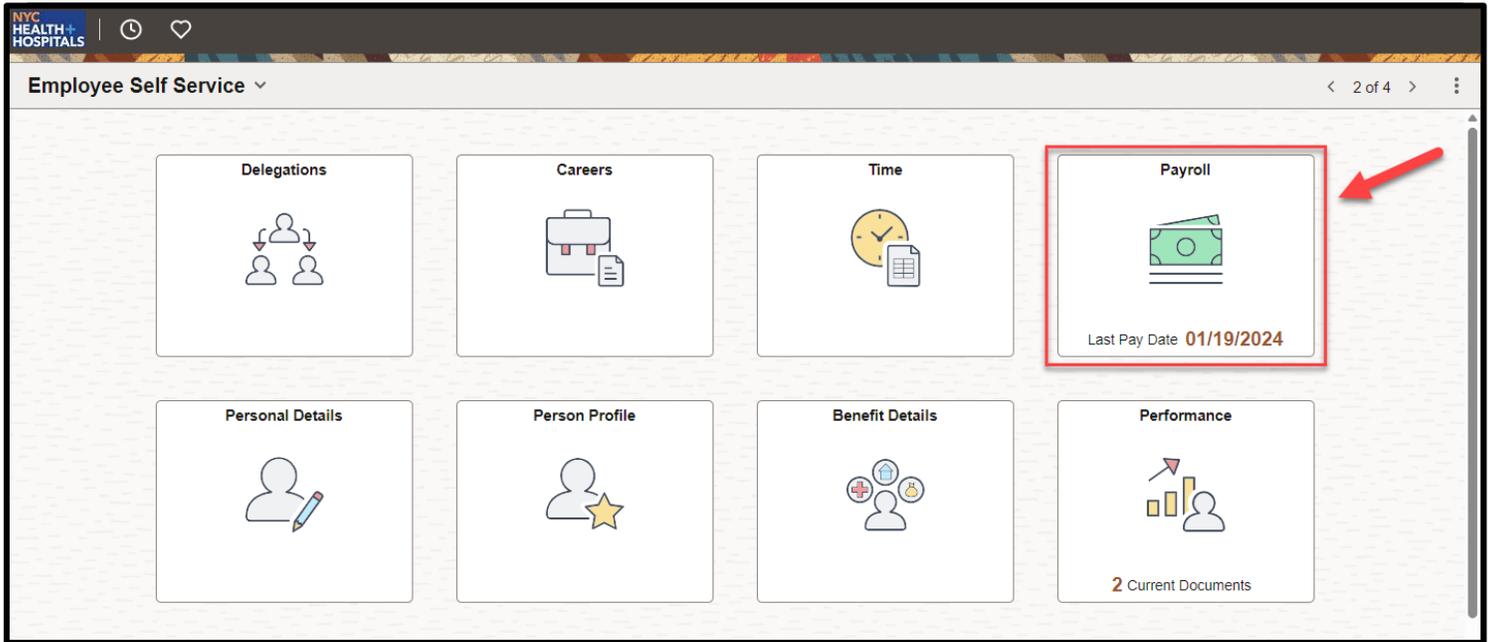Human Resources Shared Services

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.
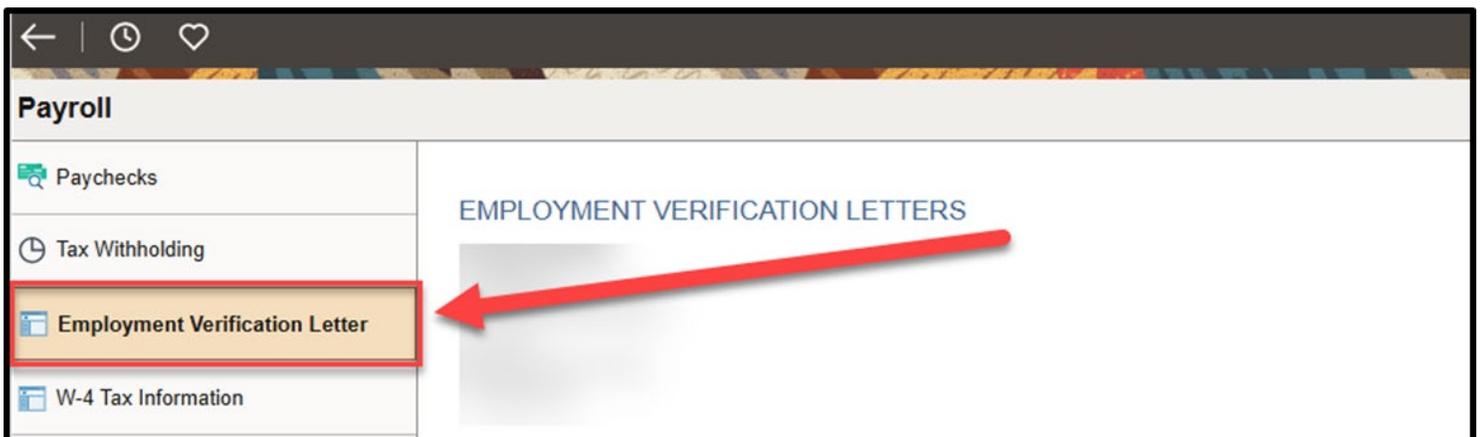
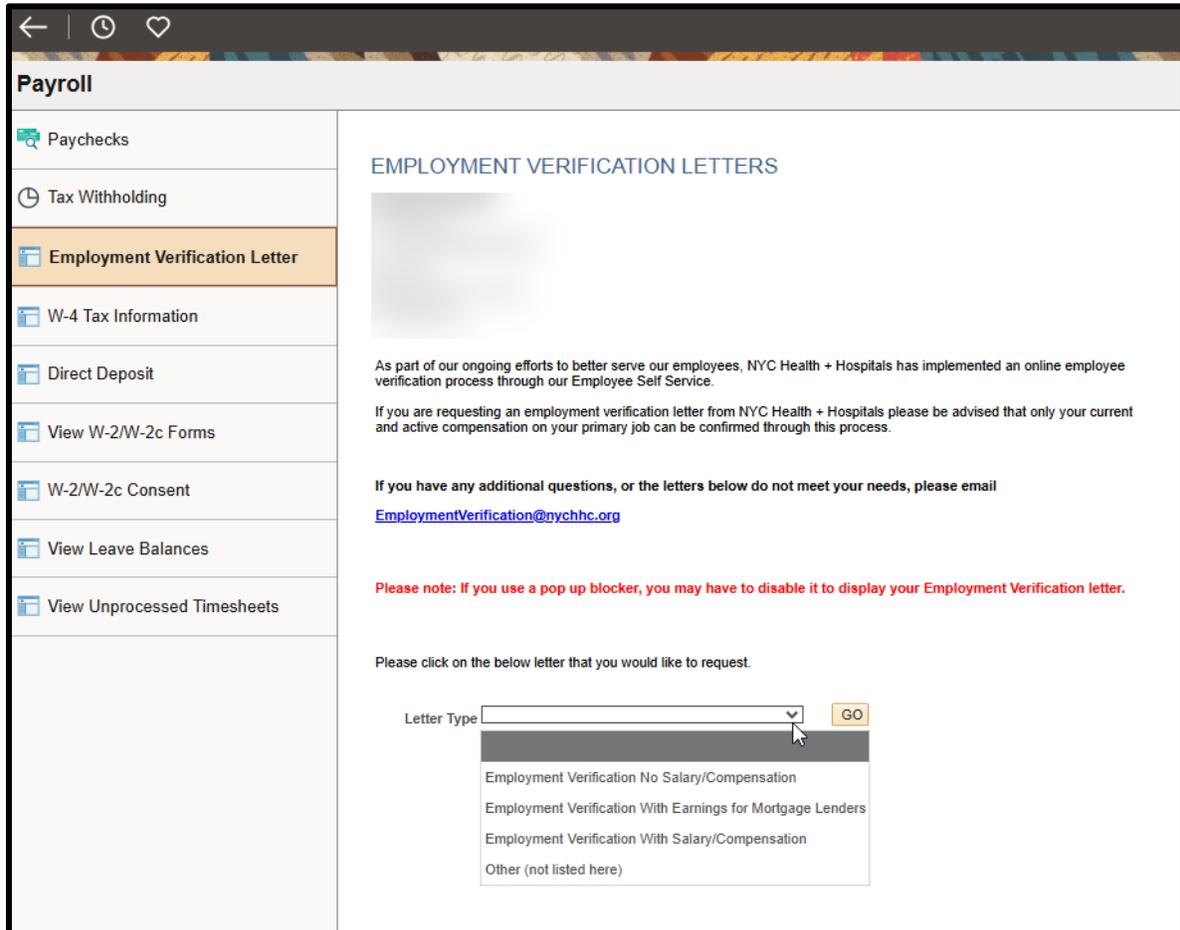# Requesting Verification of Employment and Compensation

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

2. Select the **Employment Verification Letter** option from the menu on the left.

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

Note: If you use a pop-up blocker, you may have to disable it to display your Employment Verification Letter

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

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HOSPITALS

EMPLOYMENT VERIFICATION LETTER

Human Resources Department
55 Water Street 26th Floor
New York, NY 10041
Email: EmploymentVerification@nychhc.org

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 ▇ Annual.

If you require further information please contact EmploymentVerification@nychhc.org

Thank you,

Peter Fragale

Senior Assistant Vice President
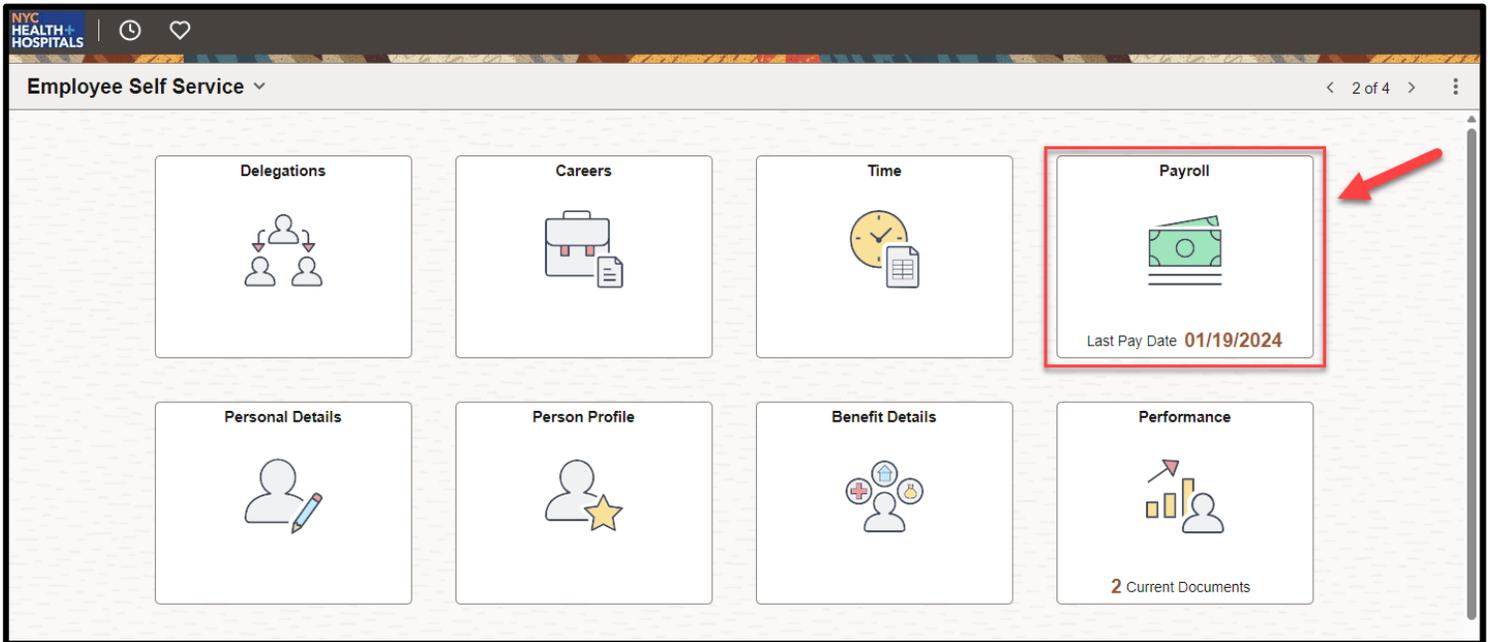Human Resources Shared Services

THIS IS AN AUTOMATED LETTER GENERATED FROM NYC HEALTH + HOSPITALS HR INFORMATION SYSTEM
03/10/2025

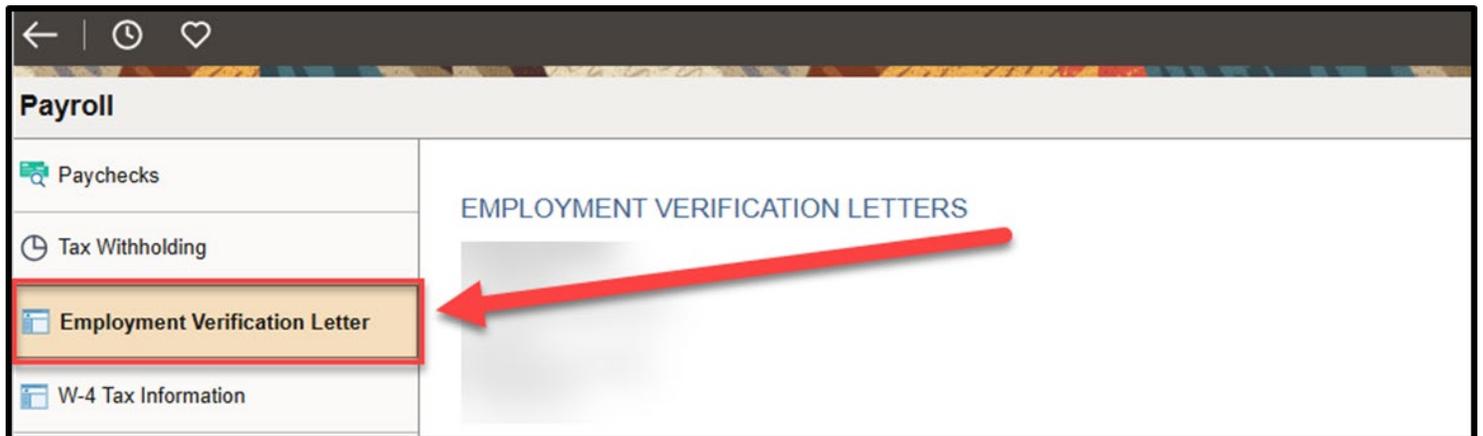**5. Right Click** on the letter page and select **Print** to print.
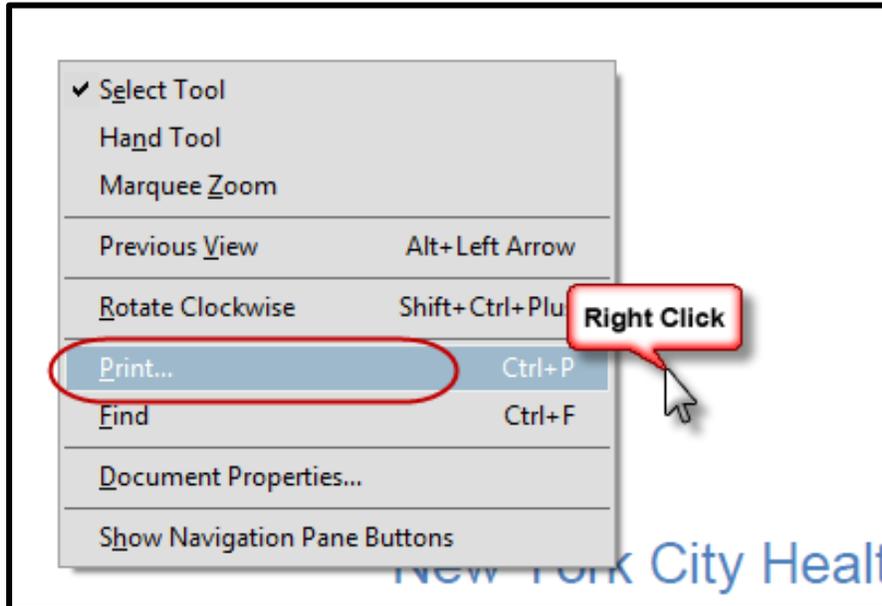
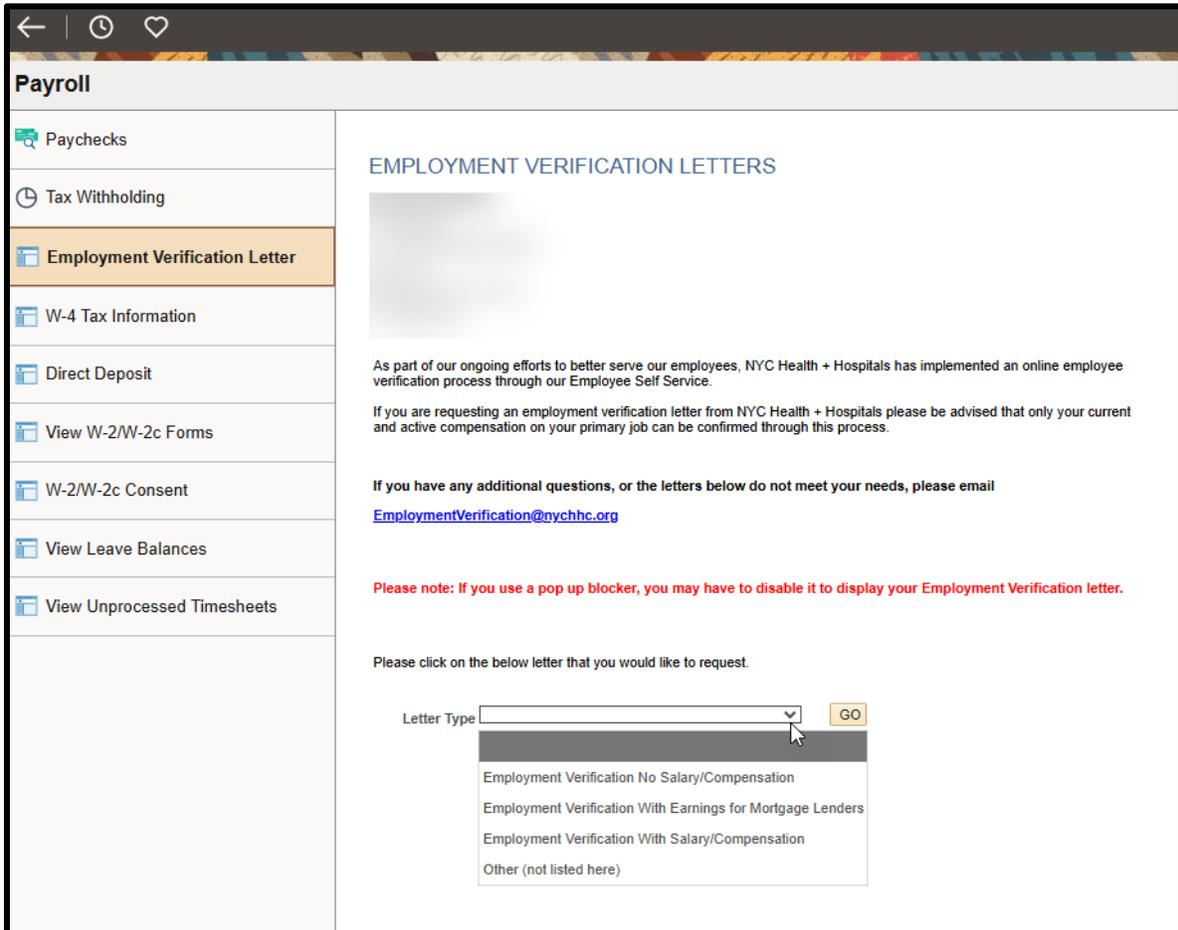# Requesting Verification of Employment With Earnings for Mortgage Lenders

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

2. Select the **Employment Verification Letter** option from the menu on the left.

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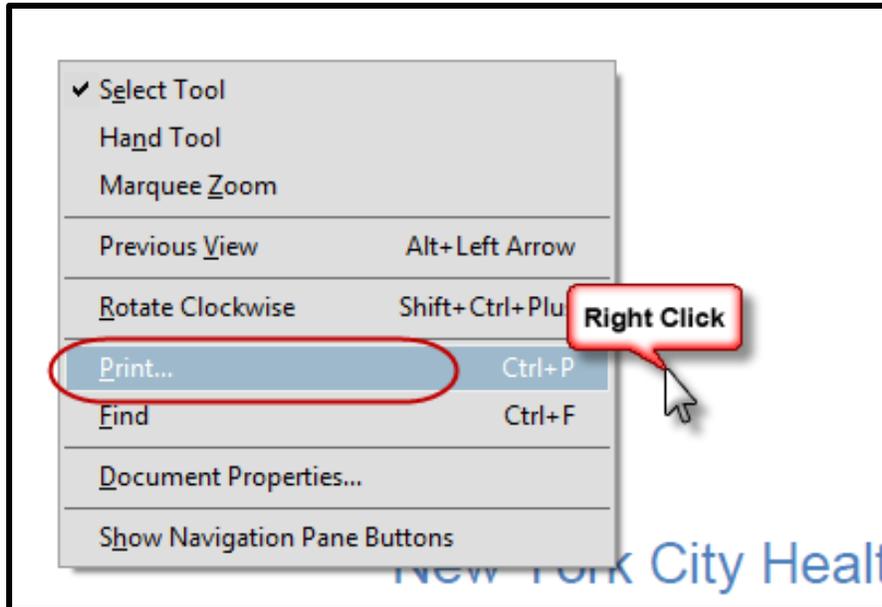

Note: If you use a pop-up blocker, you may have to disable it to display your Employment Verification Letter

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


NYC HEALTH+ HOSPITALS

EMPLOYMENT AND SALARY VERIFICATION FOR MORTGAGE LENDERS

03/10/2025

Name of Employee:
Social Security No.:

Address:

Employment Data:

Date Employment Began:
Date Employment Terminated (If applicable):
Current Job Title:
Leave Status: Active
Current Salary:
Pay Frequency: Annual

Earnings Information (Current year is YTD)

[Current Year] [2025]

Base Pay:

Overtime:
0.000

Bonus (If applicable):
0.000

Commissions (If applicable):
0.00

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03/10/2025

[Previous Year] (2024)

Base Pay:
111422.32

Overtime :
0.00

Bonus (If applicable):
20058.88

Commissions (If applicable):
0.00

[Previous Year] (2023)

Base Pay:
00843.63

Overtime:
0.00

Bonus (If applicable):
0.00

Commissions (If applicable):
0.000

If you require further information, please contact EmploymentVerification@nychhc.org

Thank you,

Peter Fragale

Senior Assistant Vice President
Human Resources Shared Services

55 Water Street 26th Floor
New York, NY 10041

Email: EmploymentVerification@nychhc.org

5. Right Click on the letter page and select **Print** to print.
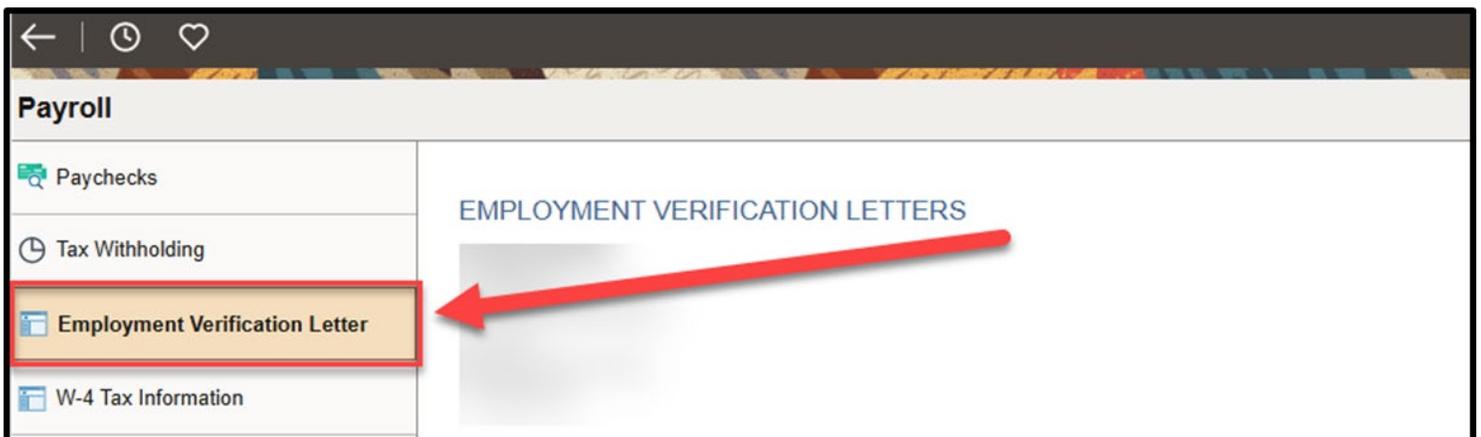
NYC HEALTH+ HOSPITALS

Requesting Other Type of Verification of Employment
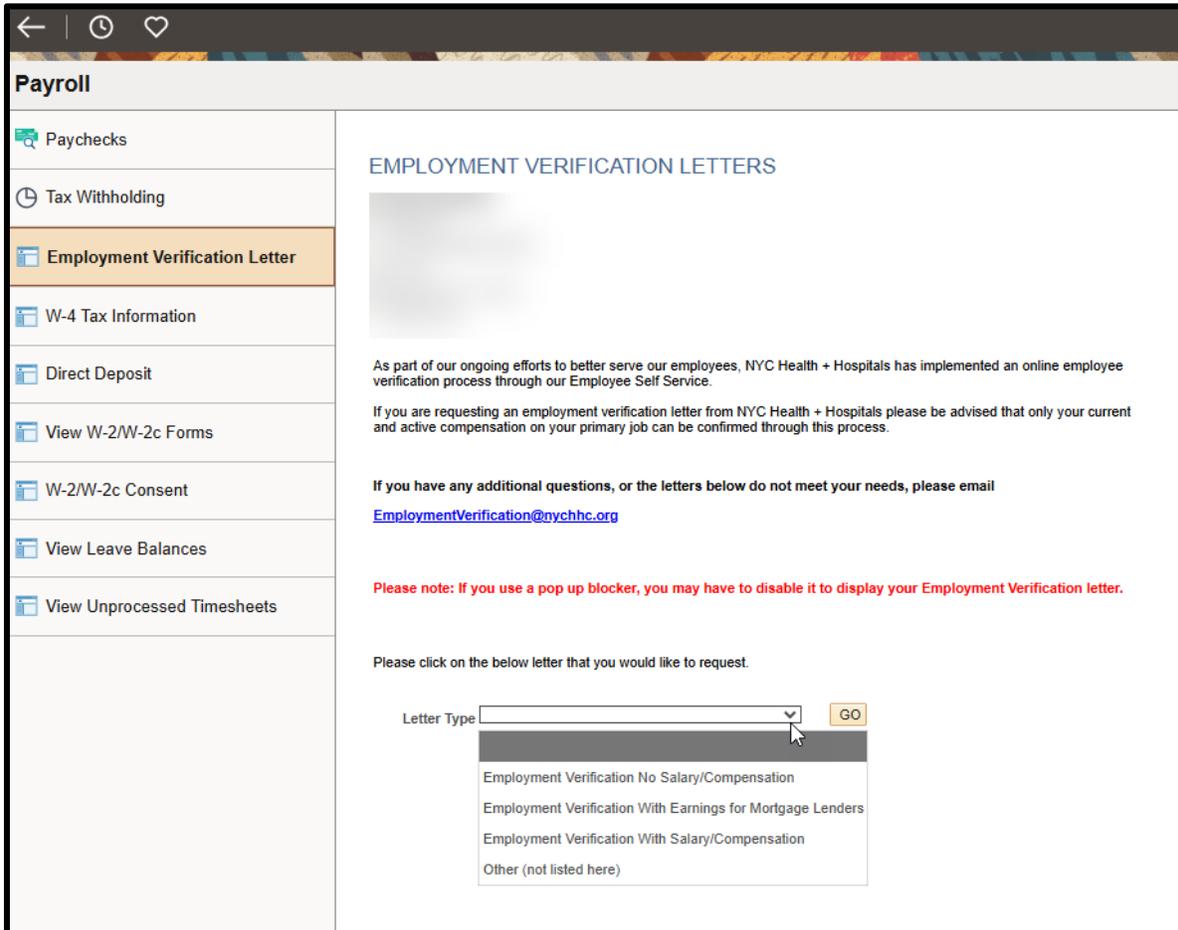
1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.
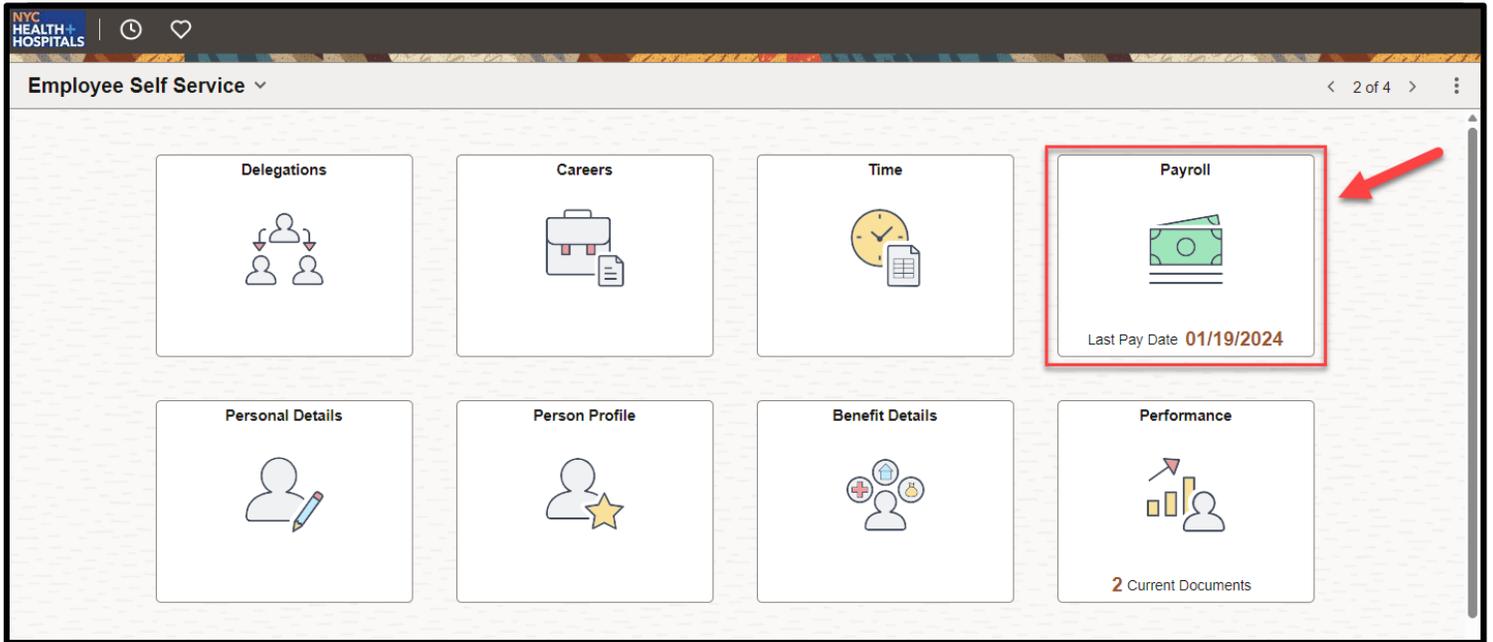
2. Select the **Employment Verification Letter** option from the menu on the left.

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

Note: If you use a pop-up blocker, you may have to disable it to display your Employment Verification Letter

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 EmploymentVerification@nychhc.org this information, and **DO NOT** reply to the automated email.