

How to Generate Employment Verification Letters

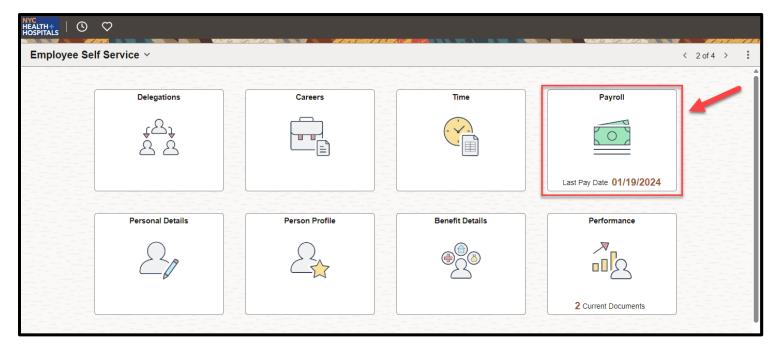
TABLE OF CONTENTS

- PAGES 2-4: <u>Requesting Verification of Employment Only</u>
- PAGES 5-7: <u>Requesting Verification of Employment & Compensation</u>
- PAGES 8-9: View HR, Payroll, and Leave Admin. Contact Information

NYC HEALTH+ HOSPITALS

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.

$\leftarrow \mid \odot \ \ \heartsuit$	
Payroll	
Raychecks	
Tax Withholding	EMPLOYMENT VERIFICATION LETTERS
Employment Verification Letter	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.
W-4 Tax Information	If you are requesting an employment verification letter from NVC Health + Hospitals please be advised that only your current and active compensation on your primary job can be confirmed through this process.
T Direct Deposit	Please note: If you use a pop up blocker, you may have to disable it to display your Employment Verification letter.
T2104	
Tiew W-2/W-2c Forms	Please click on the below letter that you would like to request.
W-2/W-2c Consent	Request Verification of Employment Only
Tiew Leave Balances	Request Verification of Employment and Compensation
View Unprocessed Timesheets	
	If you need to obtain a letter with additional information, please contact your local Human Resources department.
	HR/Payroll Contacts CENTRAL OFFICE Name Phone
	LENIKALUFILE NAME PROPE



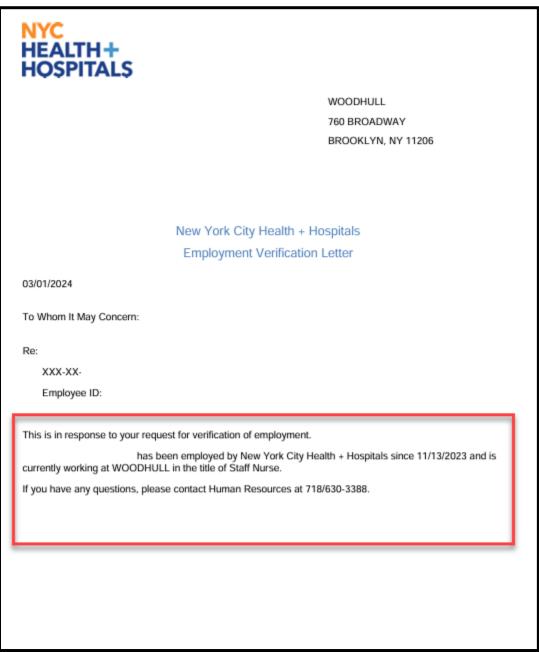
3. Click on Request Verification of Employment Only.

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

$\leftarrow \mid 0 \mid \heartsuit$				
Payroll				
Raychecks	EMPLOYMENT VERIFICATION LETTERS			
Tax Withholding				
Employment Verification Letter	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.			
W-4 Tax Information	venceared process introgen our Employee cert 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.			
Tirect Deposit	Please note: If you use a pop up blocker, you may have to disable it to display your Employment Verification letter.			
T2104				
View W-2/W-2c Forms	Please click on the below letter that you would like to request.			
W-2/W-2c Consent	Request Verification of Employment Only			
Tiew Leave Balances	Request Verification of Employment and Compensation			
Timesheets				
	If you need to obtain a letter with additional information, please contact your local Human Resources department.			
	HR/Payroll Contacts CENTRAL OFFICE Name Phone			



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





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			
Previous <u>V</u> iew	Alt+Le	ft Arrow	
<u>R</u> otate Clockwise	Shift+C	trl+Plu	Right Click
Print		Ctrl+P	
Find		Ctrl+F	2
Document Properties			
Show Navigation Pane	Buttons	v T U	- City Healt

Requesting Verification of Employment and Compensation

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

HEALTH HOSPITALS	\heartsuit			
Employee Se	If Service ~			< 2 of 4 >
	Delegations	Careers	Time	Payroll
	4 <u>8</u> 8			
				Last Pay Date 01/19/2024
	Personal Details	Person Profile	Benefit Details	Performance
	20			
				2 Current Documents

NYC HEALTH+ HOSPITALS

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

← ③ ♡ Payroll	
👼 Paychecks	
Tax Withholding	EMPLOYMENT VERIFICATION LETTERS
Employment Verification Letter	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.
W-4 Tax Information	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.
Tirect Deposit	Please note: If you use a pop up blocker, you may have to disable it to display your Employment Verification letter.
🛅 IT2104	
Tiew W-2/W-2c Forms	Please click on the below letter that you would like to request.
W-2/W-2c Consent	Request Verification of Employment Only
View Leave Balances	Request Verification of Employment and Compensation
View Unprocessed Timesheets	
	If you need to obtain a letter with additional information, please contact your local Human Resources department.
	HR/Payroll Contacts
	CENTRAL OFFICE Name Phone

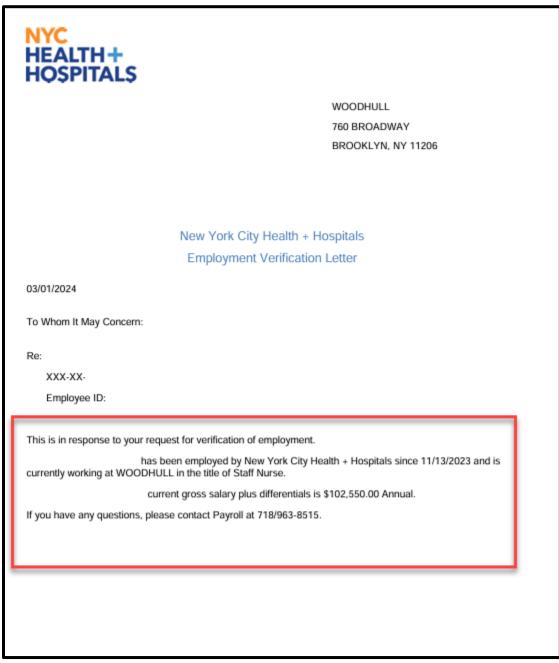
3. Click on Request Verification of Employment and Compensation.

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

← ③ ♡	
Payroll	
Raychecks	EMPLOYMENT VERIFICATION LETTERS
Tax Withholding	
Employment Verification Letter	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.
W-4 Tax Information	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.
T Direct Deposit	Please note: If you use a pop up blocker, you may have to disable it to display your Employment Verification letter.
TT2104	
View W-2/W-2c Forms	Please click on the below letter that you would like to request.
W-2/W-2c Consent	Request Verification of Employment Only
Tiew Leave Balances	Request Verification of Employment and Compensation
View Unprocessed Timesheets	
	If you need to obtain a letter with additional information, please contact your local Human Resources department.
	HR/Payroll Contacts
	CENTRAL OFFICE Name Phone



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





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

1	✓ Select Tool				
	Ha <u>n</u> d Tool				
	Marquee <u>Z</u> oom				
	Previous <u>V</u> iew	Alt+Le	ft Arrow		
	<u>R</u> otate Clockwise	Shift+(Ctrl+Plu Rig	ht Click	
	<u>P</u> rint		Ctrl+P		
	<u>F</u> ind		Ctrl+F	2	
	Document Properties				
	S <u>h</u> ow Navigation Pane E	Buttons		c City	Healt

View HR, Payroll, and Leave Administration Contact Information

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

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

NYC HEALTH+ HOSPITALS

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

$\leftarrow \mid \odot \mid \heartsuit$			
Payroll			
💐 Paychecks			
Tax Withholding	EMPLOYMENT VERIFICATION LETTERS		
Employment Verification Letter	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.		
W-4 Tax Information	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.		
Tirect Deposit	Please note: If you use a pop up blocker, you may have to disable it to display your Employment Verification letter.		
T2104			
Tiew W-2/W-2c Forms	Please click on the below letter that you would like to request.		
W-2/W-2c Consent	Request Verification of Employment Only		
View Leave Balances	Request Verification of Employment and Compensation		
View Unprocessed Timesheets			
	If you need to obtain a letter with additional information, please contact your local Human Resources department.		
	HRIPayroll Contacts		
	CENTRAL OFFICE Name Phone		



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

you are requesting an employment verification letter from NYC Health + Hospitals please be advised that only your current d active compensation on your primary job can be confirmed through this process.	EMPLOYMENT VERIFICATION LETTERS				
erification process through our Employee Self Service. you are requesting an employment verification letter from NYC Health + Hospitals please be advised that only your current d active compensation on your primary job can be confirmed through this process. lease note: If you use a pop up blocker, you may have to disable it to display your Employment Verification letter. lease click on the below letter that you would like to request. Request Verification of Employment Only Request Verification of Employment Only fyou need to obtain a letter with additional information, please contact your local Human Resources department. IRPAPYOIL Contacts ENTRAL OFFICE Name Phone Iuman Resources 212/4420352 eave Administration Generation 646/694-6590					
Ind active compensation on your primary job can be confirmed through this process. It you use a pop up blocker, you may have to disable it to display your Employment Verification letter. It was a click on the below letter that you would like to request. It is the the provide the provided the p	As part of our ongoing efforts to better serve our emplo verification process through our Employee Self Service				
lease click on the below letter that you would like to request. Request Verification of Employment Only Request Verification of Employment and Compensation Fyou need to obtain a letter with additional information, please contact your local Human Resources department. IR/Payroll Contacts ENTRAL OFFICE Name Phone Iuman Resources 212/4420352 eave Administration 646/694-6590	f you are requesting an employment verification letter f and active compensation on your primary job can be co	from NYC Health + Hospitals please be advised that only your current onfirmed through this process.			
Request Verification of Employment Only Request Verification of Employment and Compensation Fyou need to obtain a letter with additional information, please contact your local Human Resources department. IRVPayroll Contacts ENTRAL OFFICE Name Phone Iuman Resources 212/4420352 eave Administration 646/694-6590	Please note: If you use a pop up blocker, you may h	nave to disable it to display your Employment Verification letter.			
Request Verification of Employment and Compensation I you need to obtain a letter with additional information, please contact your local Human Resources department. IR/Payroll Contacts IENTRAL OFFICE Name Phone Iuman Resources 212/4420352 eave Administration 646/694-6590	Please click on the below letter that you would like to re	equest.			
Fyou need to obtain a letter with additional information, please contact your local Human Resources department. IR/Payroll Contacts IENTRAL OFFICE Name Phone Iuman Resources eave Administration	Request Verification of Emplo	yment Only			
IR/Payroll Contacts RENTRAL OFFICE Name Phone Iuman Resources 212/4420352 eave Administration 646/694-6590	Request Verification of Employment a	and Compensation			
IR/Payroll Contacts RENTRAL OFFICE Name Phone Iuman Resources 212/4420352 eave Administration 646/694-6590					
Name Phone Iuman Resources 212/4420352 eave Administration 646/694-6590	If you need to obtain a letter with additional information	n, please contact your local Human Resources department.			
Iuman Resources 212/4420352 eave Administration 646/694-6590	HR/Payroll Contacts				
eave Administration 646/694-6590	CENTRAL OFFICE Name Phone				
	Human Resources	212/4420352			
avroll 718/918-3240	Leave Administration	646/694-6590			