

How to Generate Employment Verification Letters

TABLE OF CONTENTS

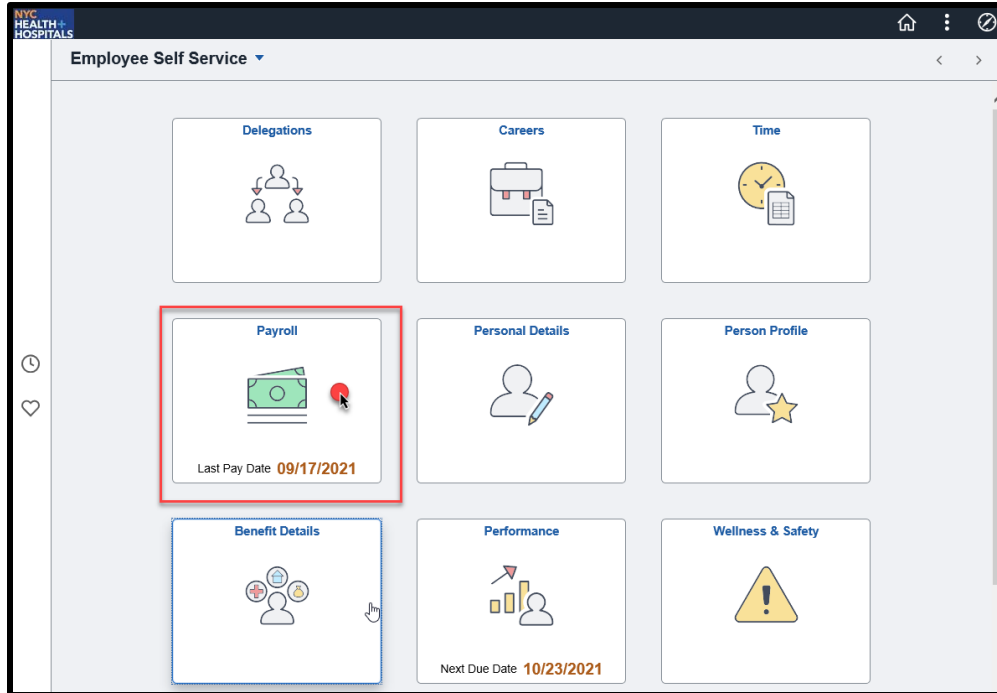
PAGES 2-4: [Requesting Verification of Employment Only](#)

PAGES 5-7: [Requesting Verification of Employment & Compensation](#)

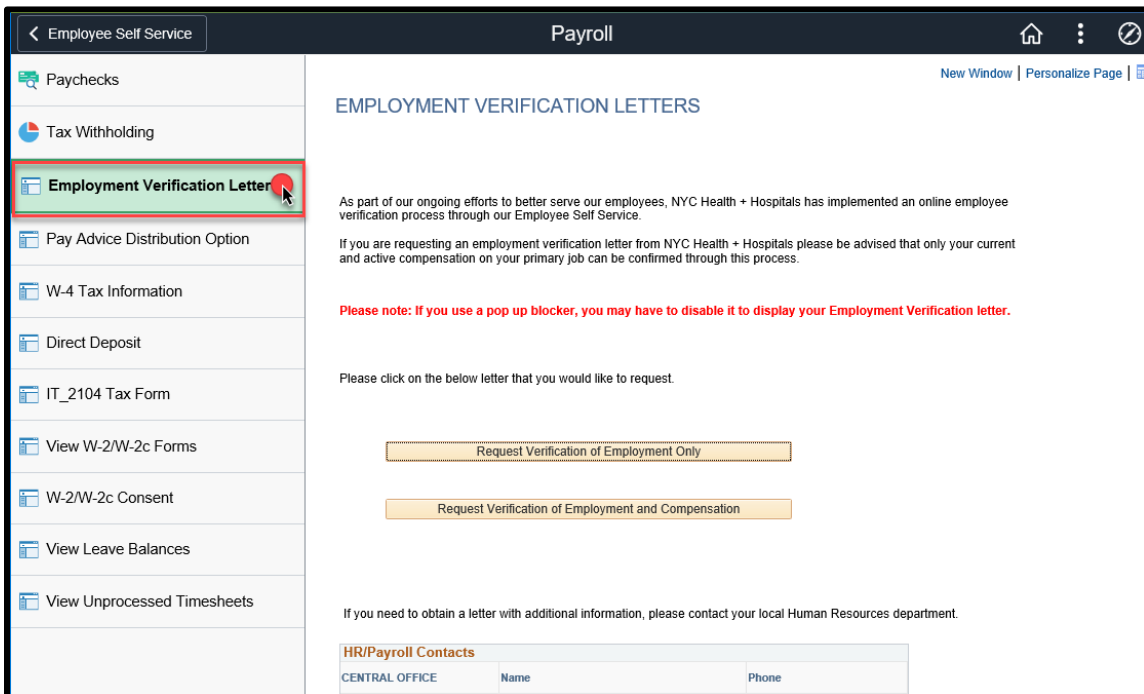
PAGES 8-9: [View HR, Payroll, and Leave Admin. Contact Information](#)

Requesting Verification of Employment Only

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

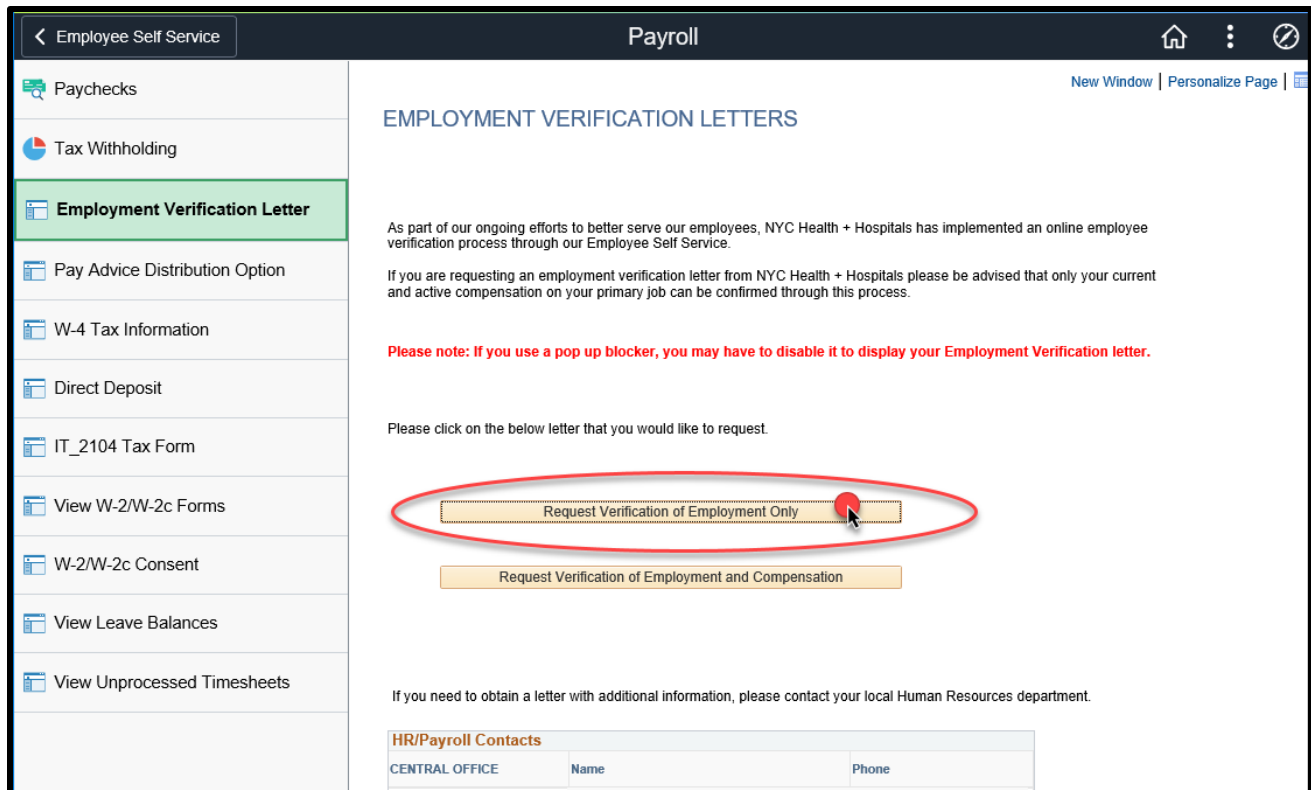


2. Select the **Employment Verification Letter** option from the menu on the left.

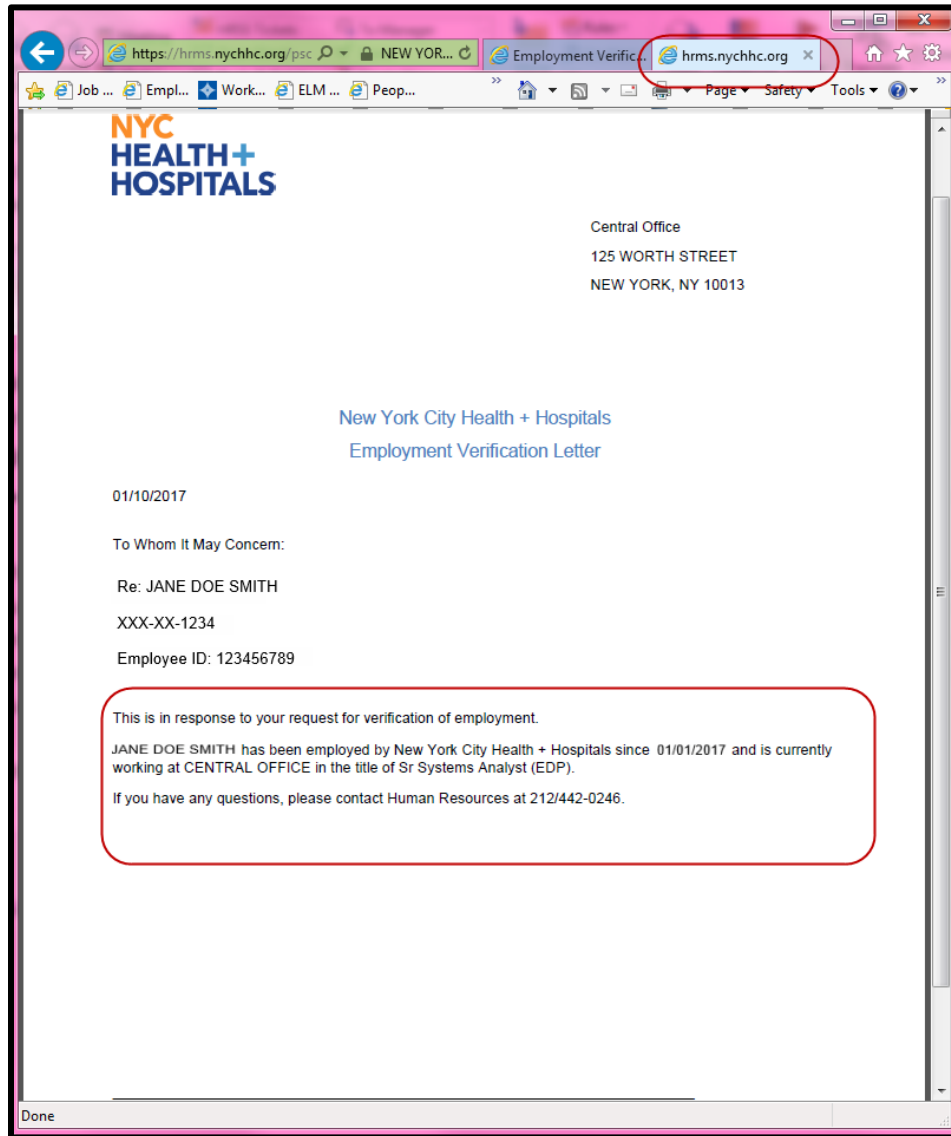


3. Click on **Request Verification of Employment Only**.

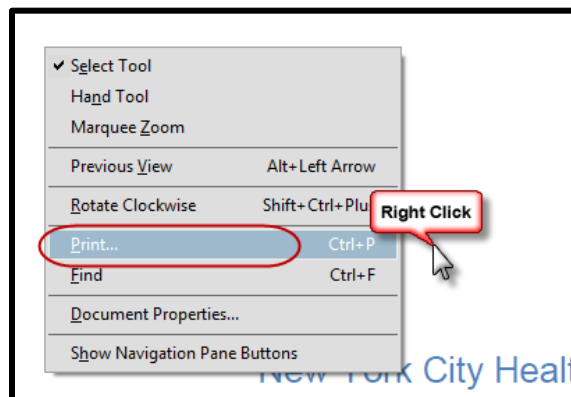
Note: If you use a pop-up blocker, you may have to disable it to display your Employment Verification Letter



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

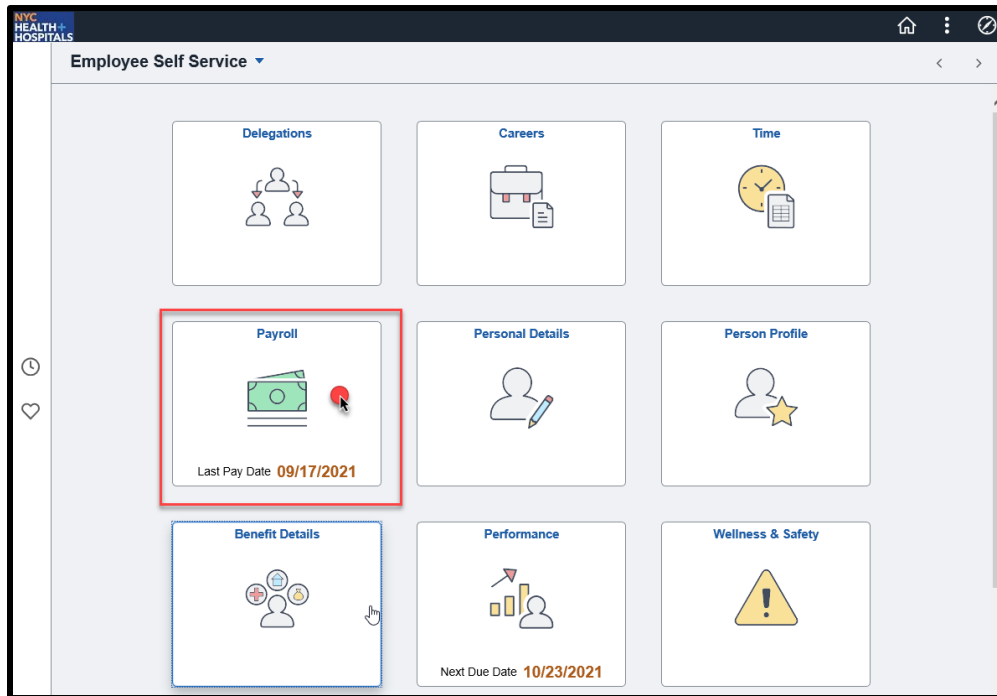


5. **Right Click** on the letter page and select **Print** to print.

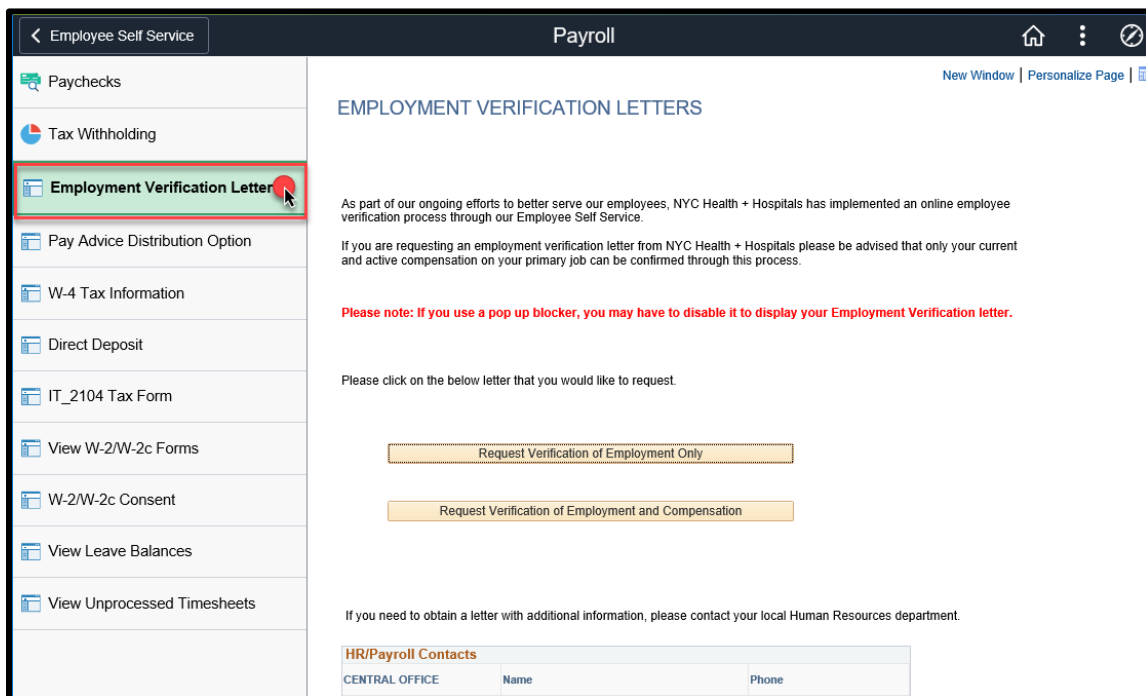


Requesting Verification of Employment and Compensation

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

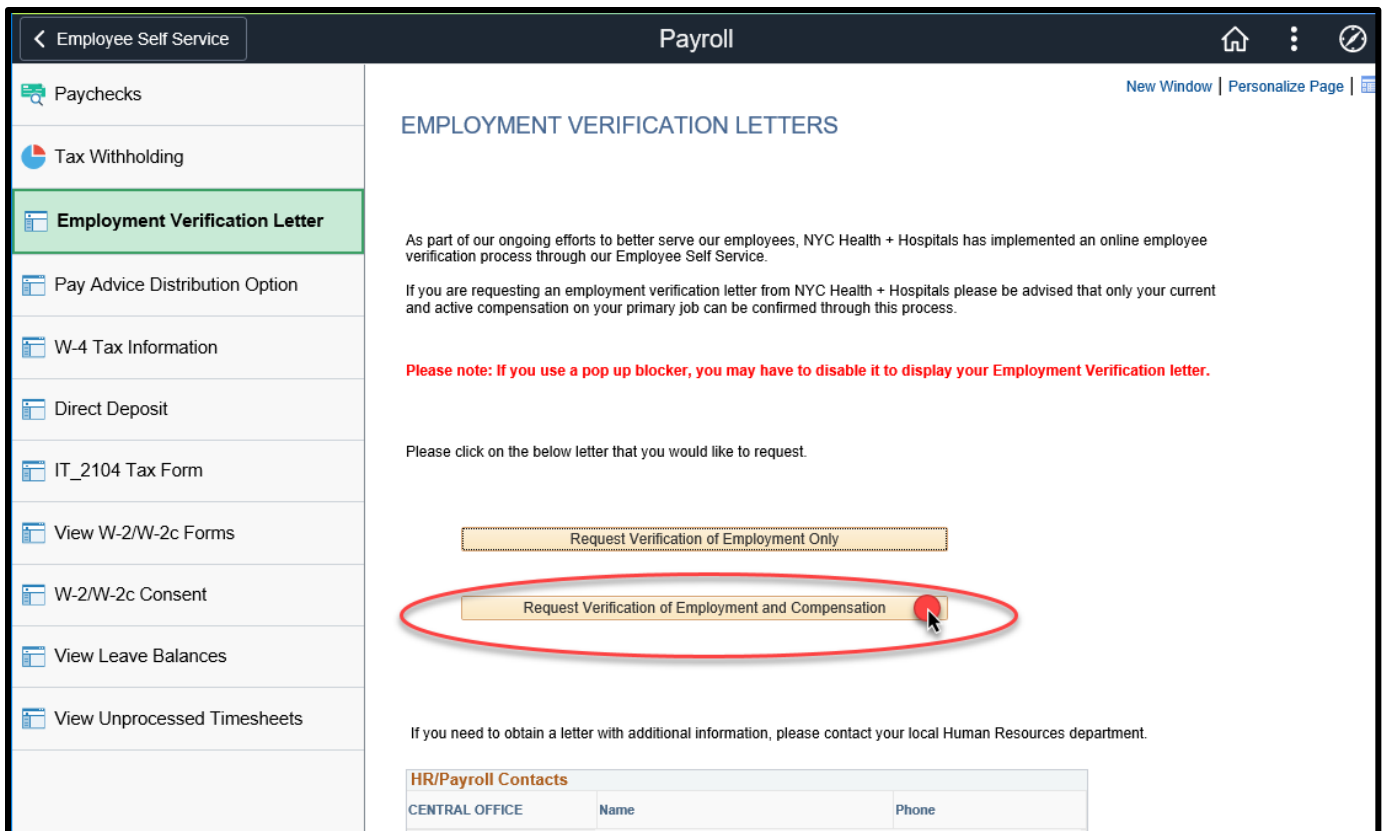


2. Select the **Employment Verification Letter** option from the menu on the left.

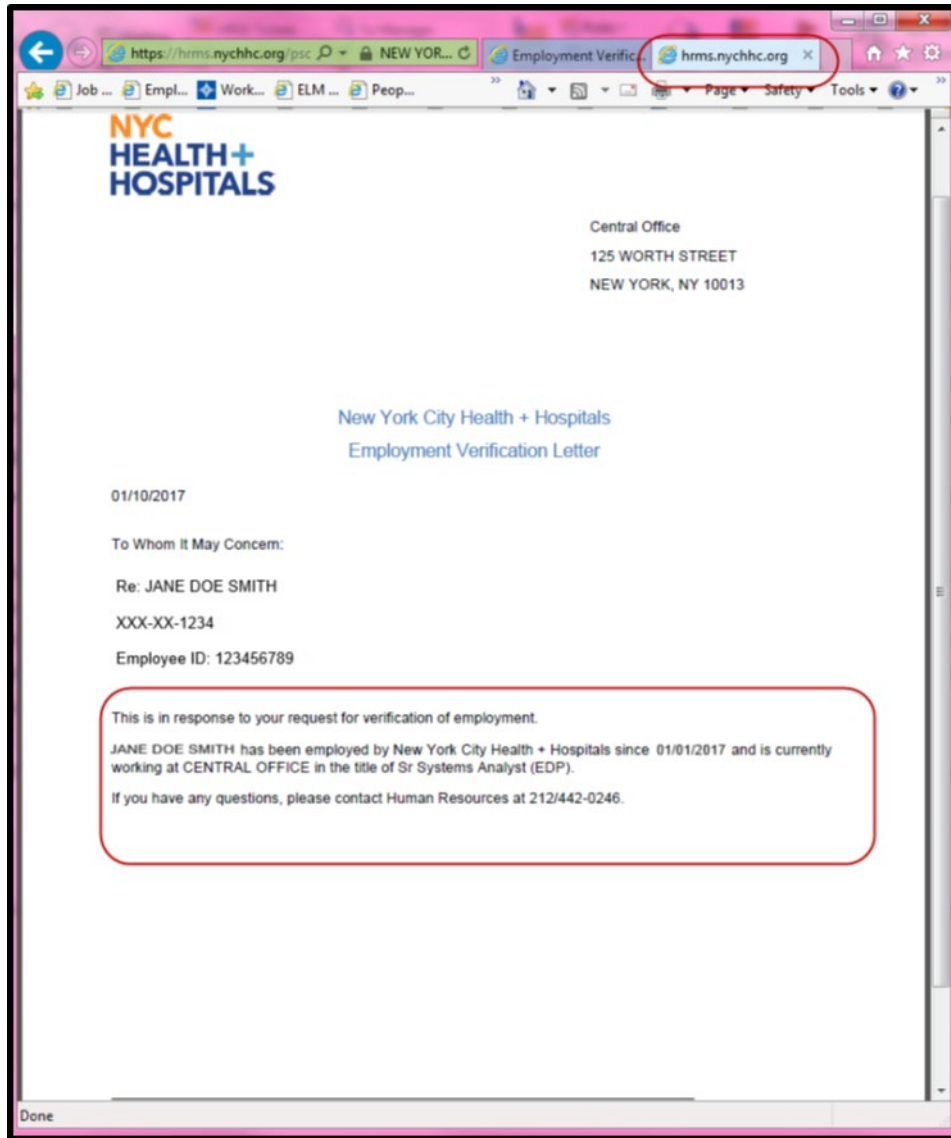


3. Click on **Request Verification of Employment and Compensation.**

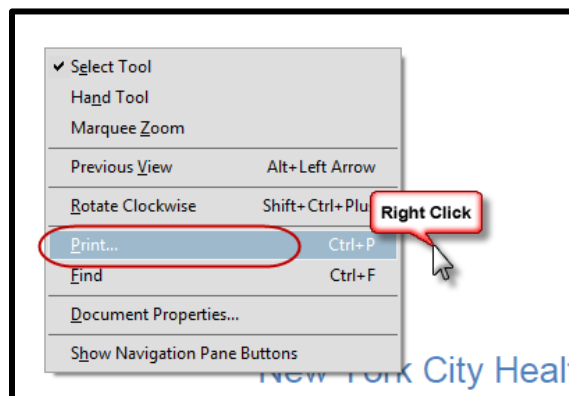
Note: If you use a pop-up blocker, you may have to disable it to display your Employment Verification Letter



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

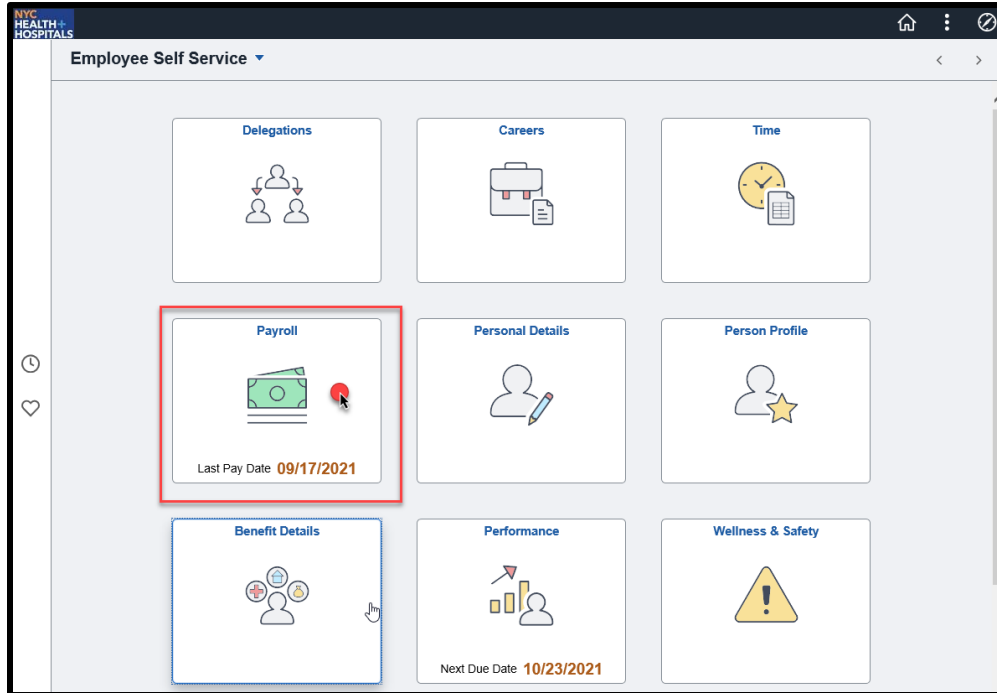


5. **Right Click** on the letter page and select **Print** to print.

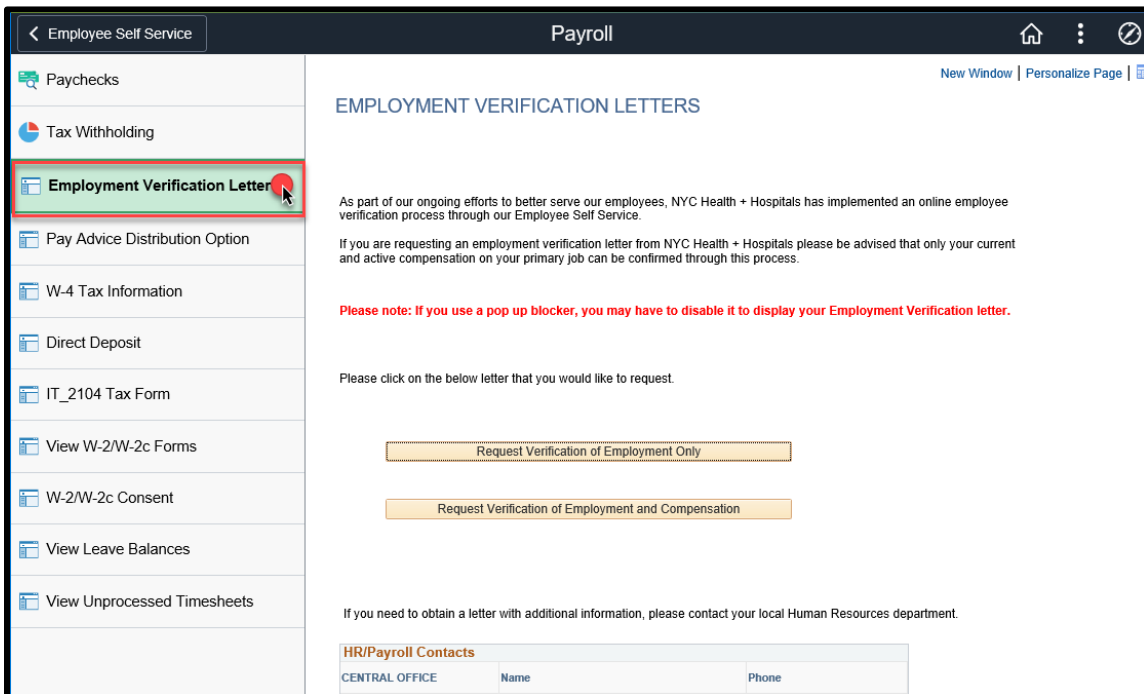


View HR, Payroll, and Leave Administration Contact Information

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

EMPLOYMENT VERIFICATION LETTERS

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 | . | 212/442-0352 |
| Leave Administration | . | 646/694-6698 |
| Payroll | . | 718/918-3240 |