NYC HEALTH+ HOSPITALS

How to Generate Employment Verification Letters
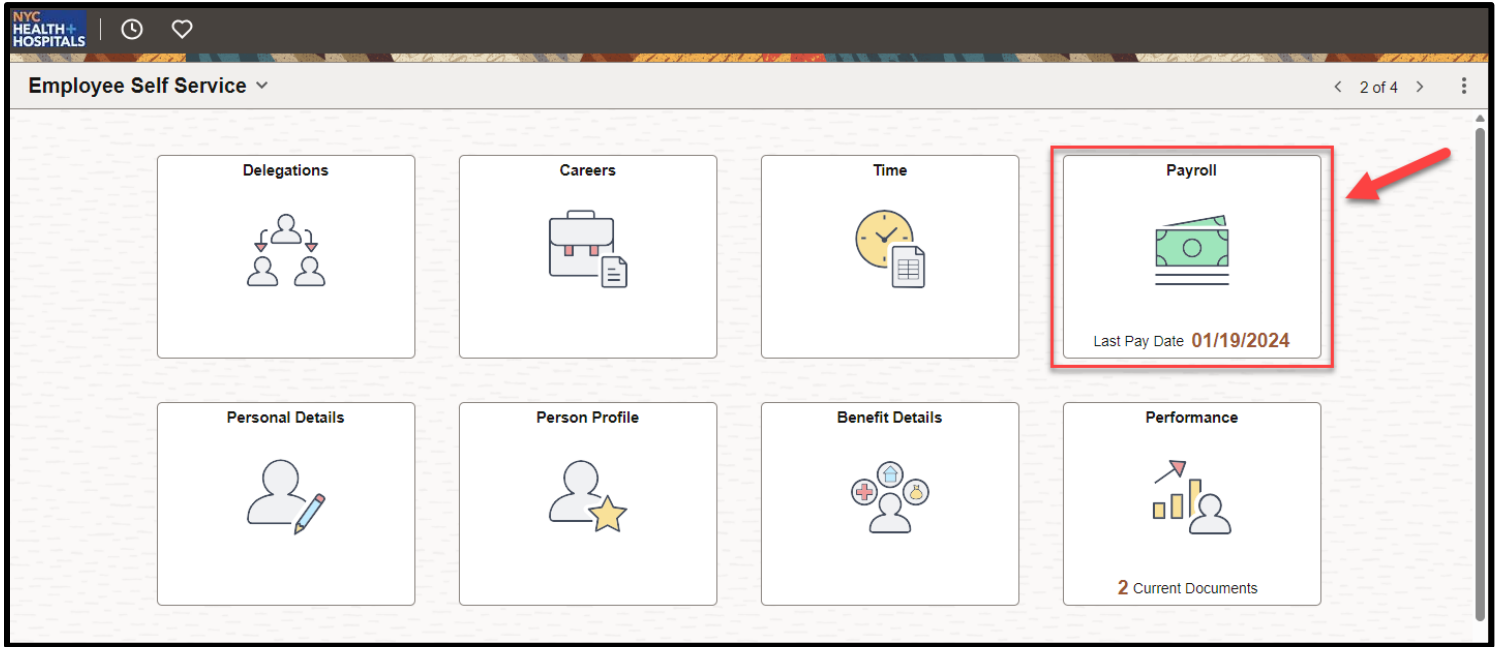
TABLE OF CONTENTS

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.

NYC HEALTH+ HOSPITALS
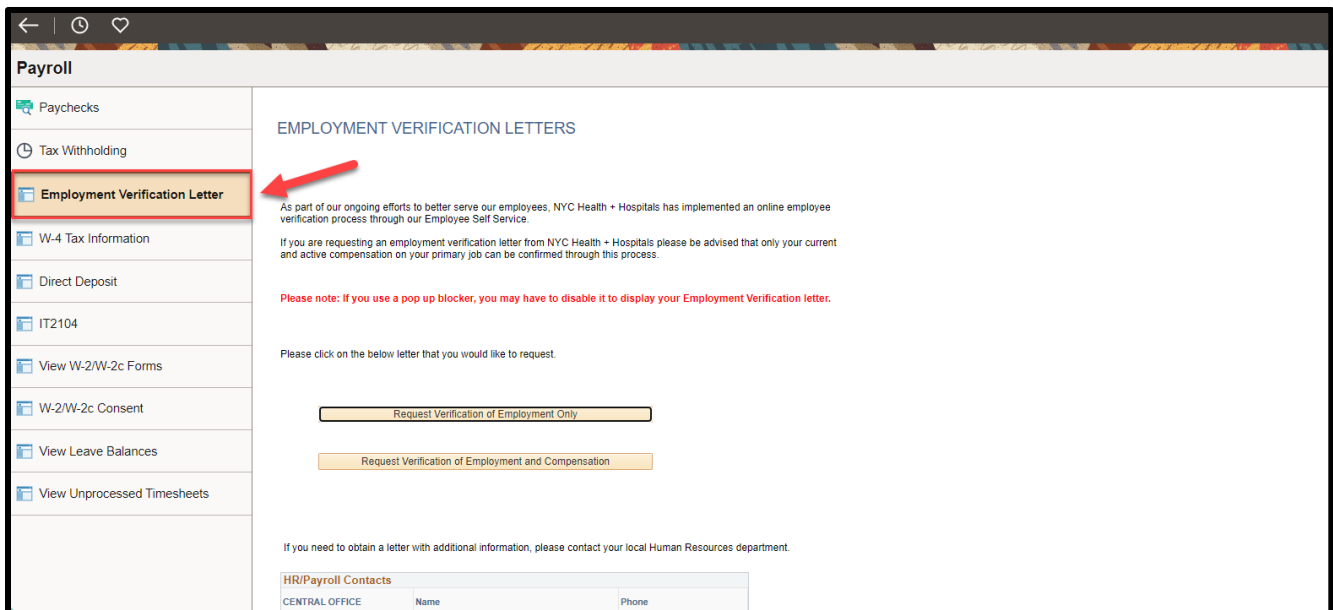
3. Click on **Request Verification of Employment Only.**

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

![NYC HEALTH+ HOSPITALS]
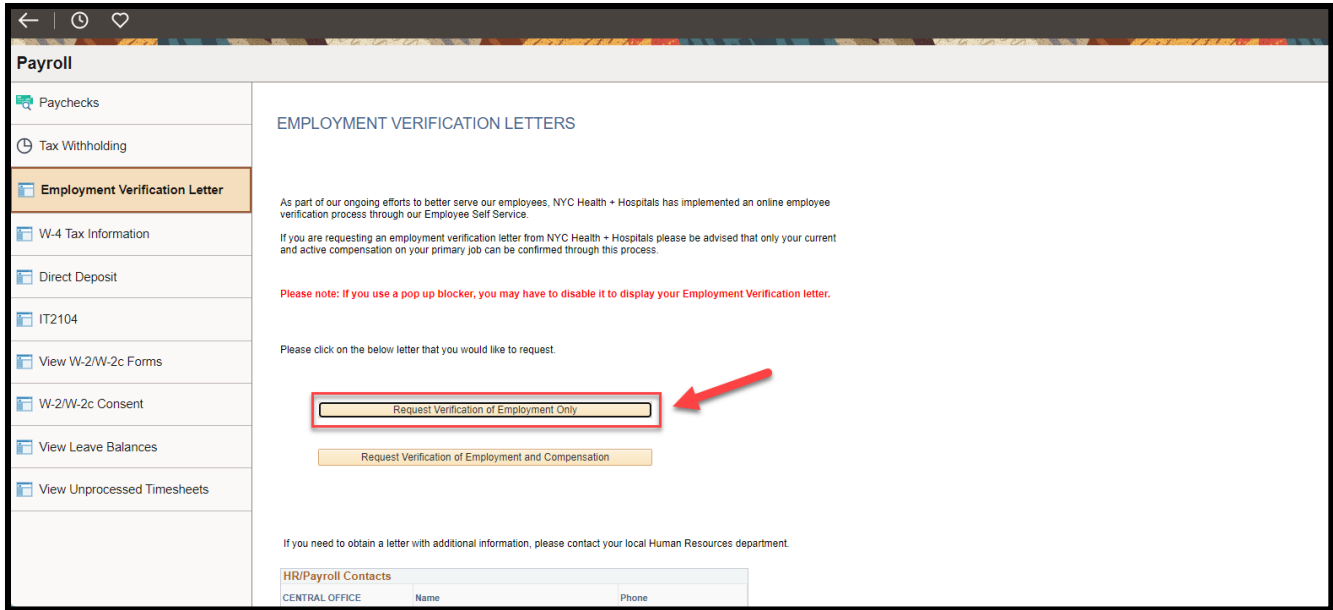
4. A new page/tab will open with your Employment Verification Letter for **Employment Only**. Compensation is not included in this letter.

NYC HEALTH+ HOSPITALS

WOODHULL
760 BROADWAY
BROOKLYN, NY 11206

New York City Health + Hospitals
Employment Verification Letter

03/01/2024

To Whom It May Concern:

Re:

XXX-XX-

Employee ID:

This is in response to your request for verification of employment.

has been employed by New York City Health + Hospitals since 11/13/2023 and is currently working at WOODHULL in the title of Staff Nurse.

If you have any questions, please contact Human Resources at 718/630-3388.

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

Requesting Verification of Employment and Compensation

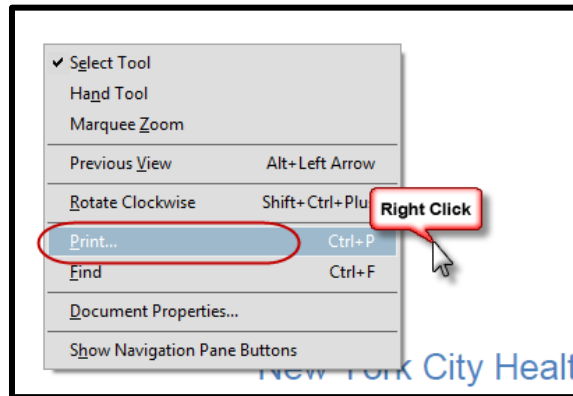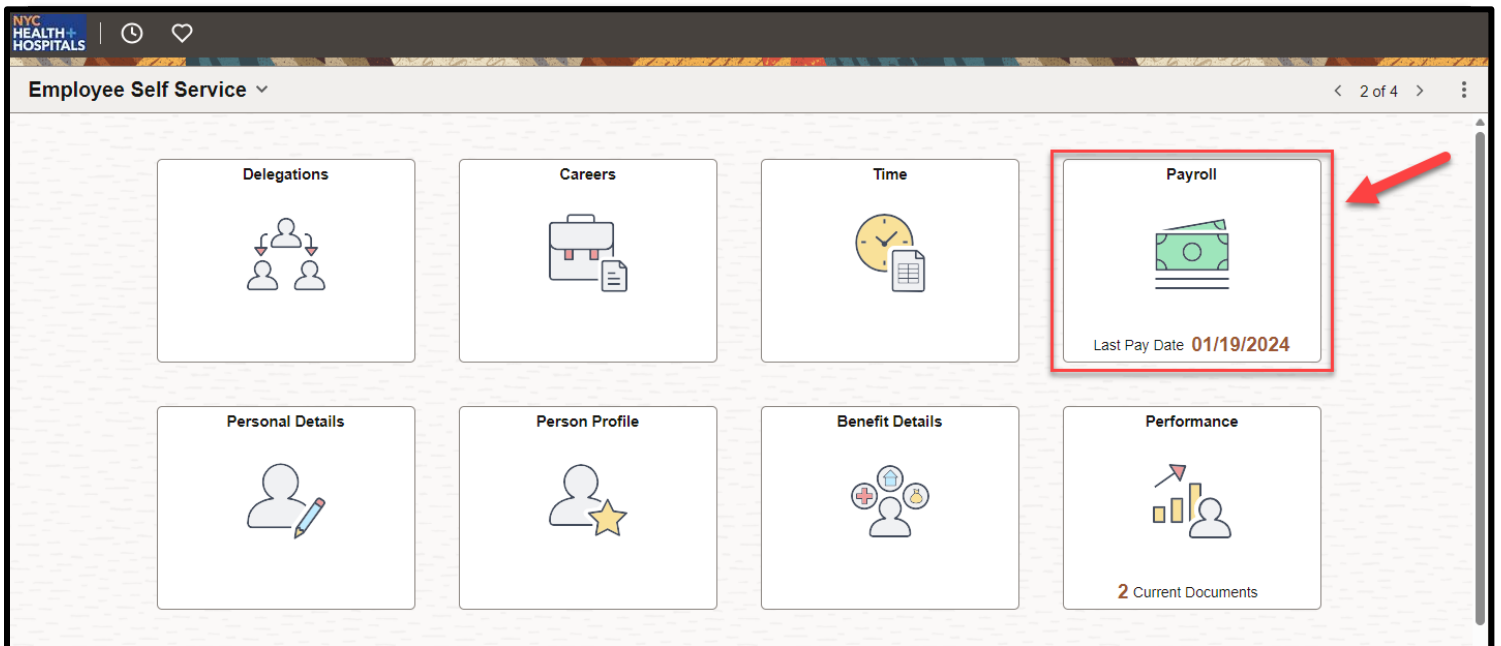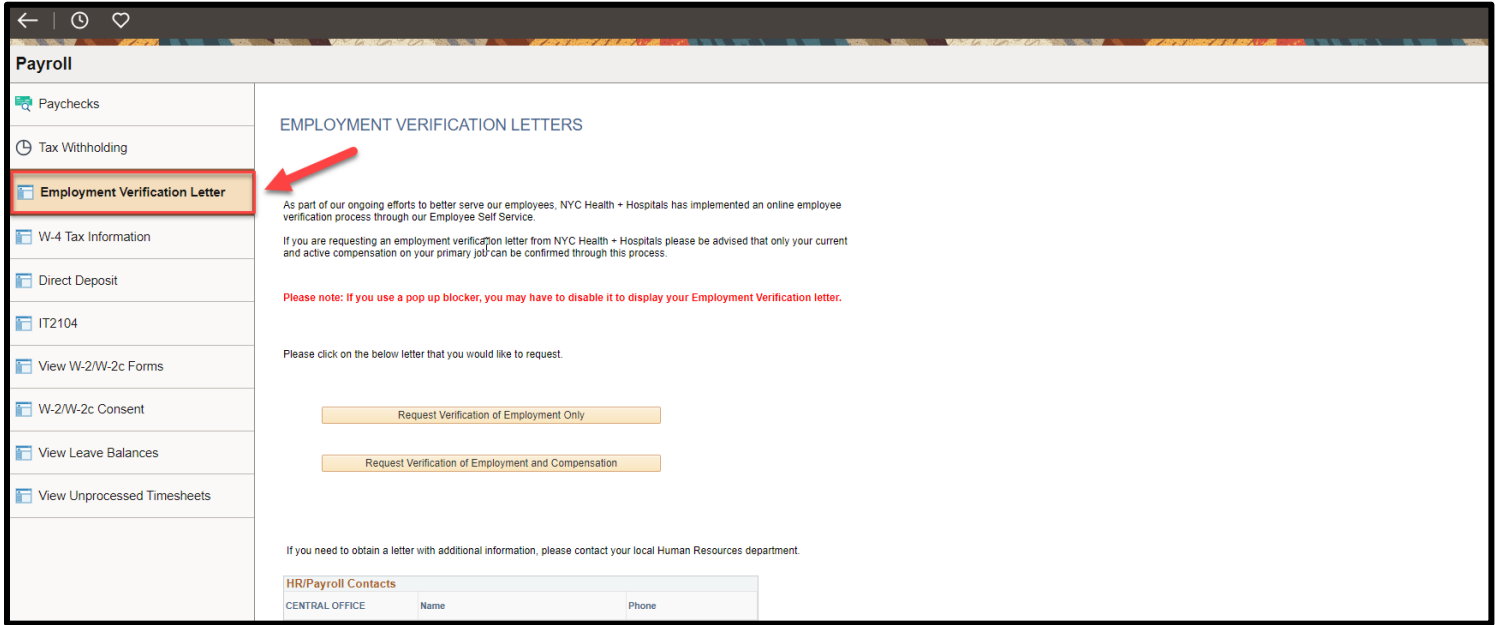1. After successfully logging into PeopleSoft HR, click on the **Payroll** tile.
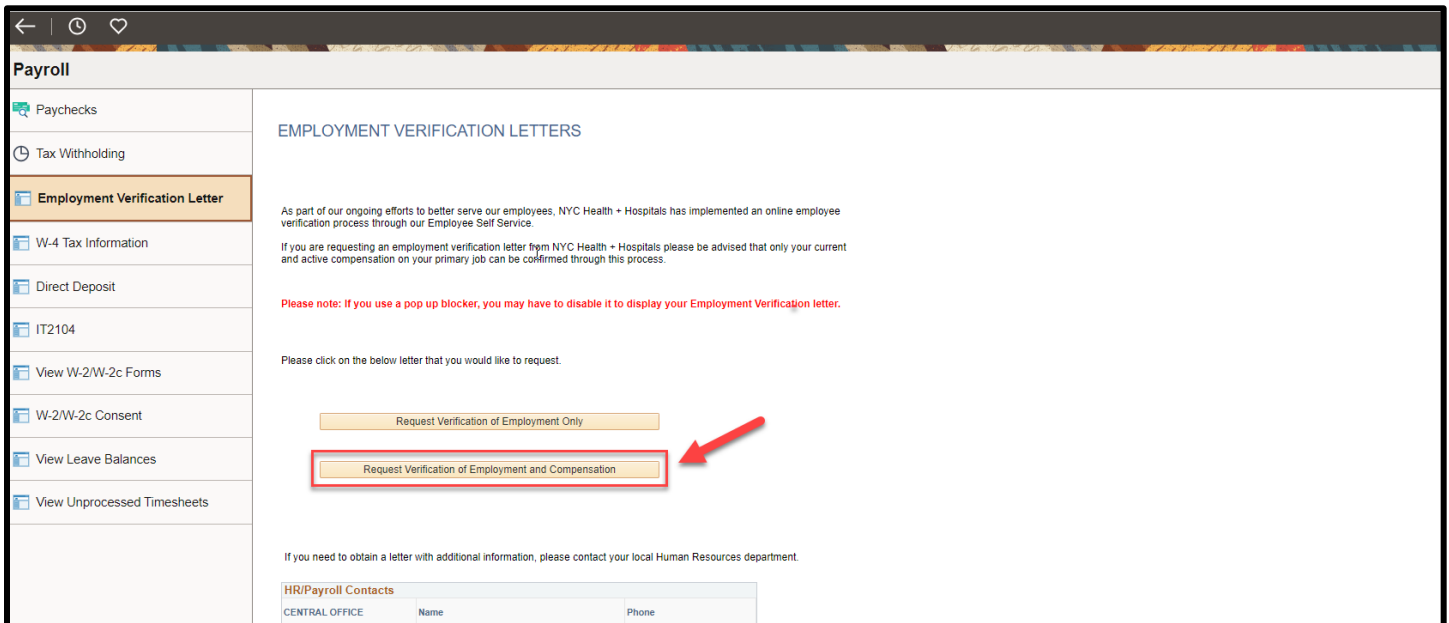
2. Select the **Employment Verification Letter** option from the menu on the left.

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

NYC HEALTH+ HOSPITALS

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

NYC HEALTH+ HOSPITALS

WOODHULL
760 BROADWAY
BROOKLYN, NY 11206

New York City Health + Hospitals
Employment Verification Letter

03/01/2024

To Whom It May Concern:

Re:

    XXX-XX-

    Employee ID:

This is in response to your request for verification of employment.

               has been employed by New York City Health + Hospitals since 11/13/2023 and is currently working at WOODHULL in the title of Staff Nurse.

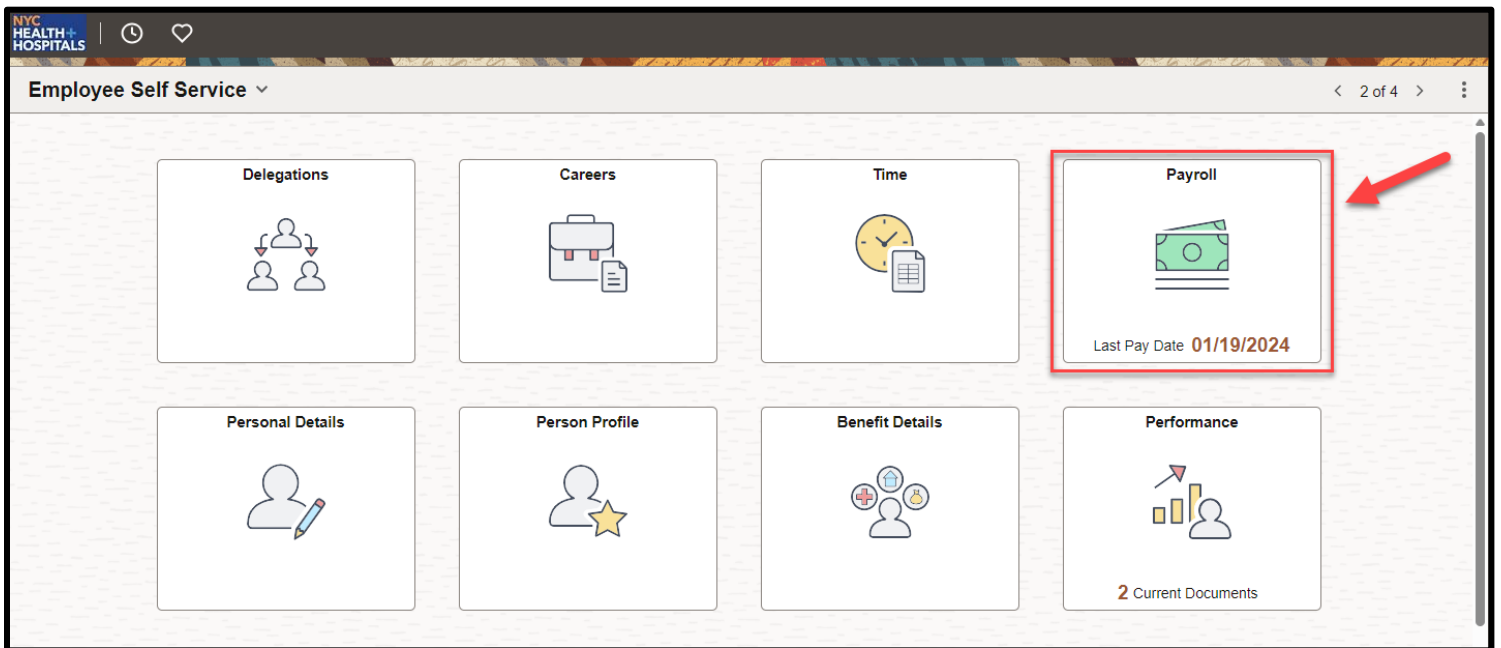   current gross salary plus differentials is $102,550.00 Annual.

If you have any questions, please contact Payroll at 718/963-8515.

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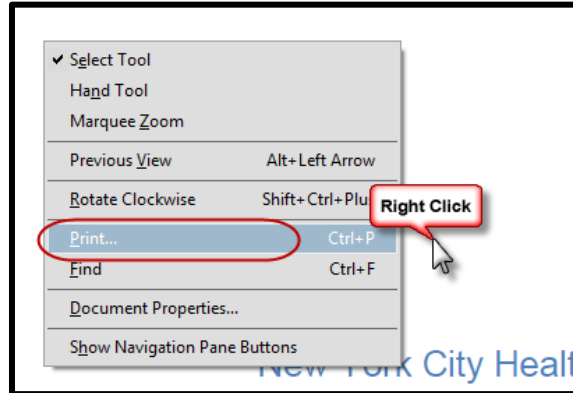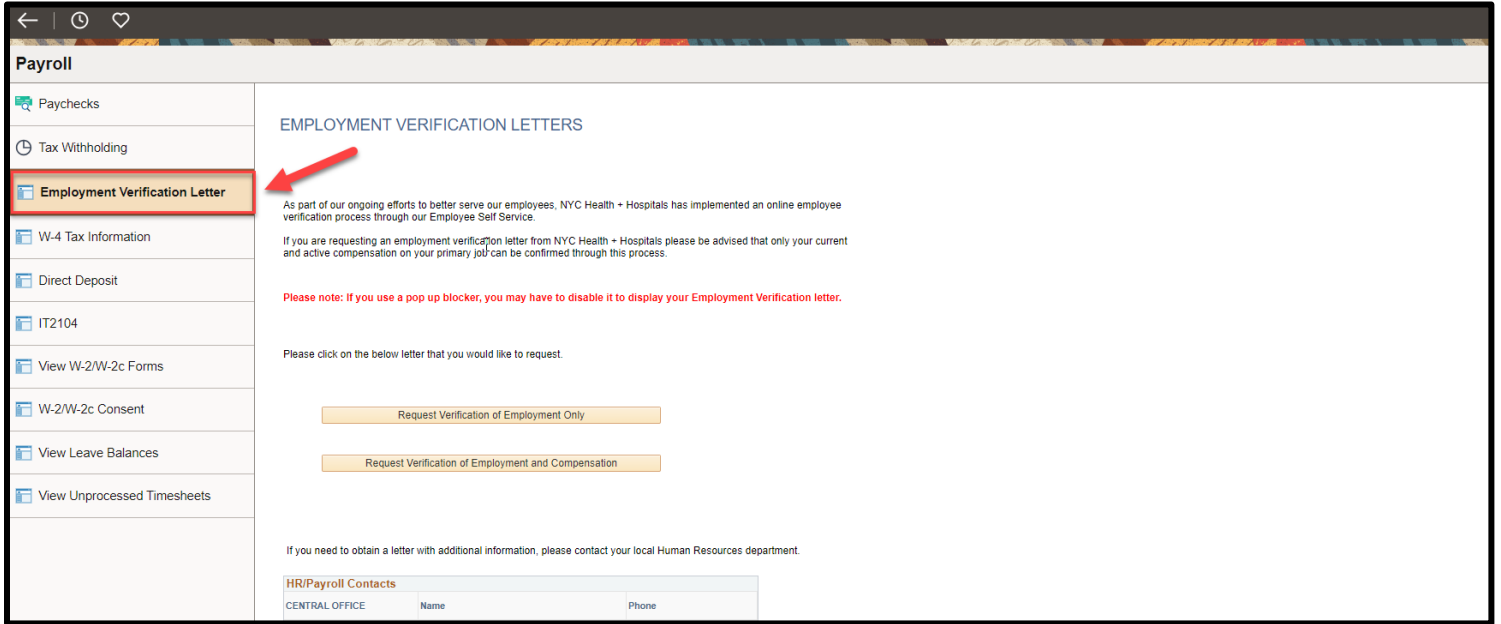

View HR, Payroll, and Leave Administration Contact Information

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.

NYC HEALTH+ HOSPITALS

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		212/4420352
Leave Administration		646/694-6590
Payroll		718/918-3240