Self Service 'My Biz
Employment Verification

Introduction

Self Service Employment Verification provides employees the ability to log into 'My Biz' and submit employee information to an external organization (business, bank) directly from DCPDS. This information is sent in an email via a secure internet connection.

Contents

NAVIGATION

From the Navigation page, select My Biz and Employment Verification

> **Tip:** Review your personal information (e.g., name, job, employment status and salary) under My Information, General Information before you begin.
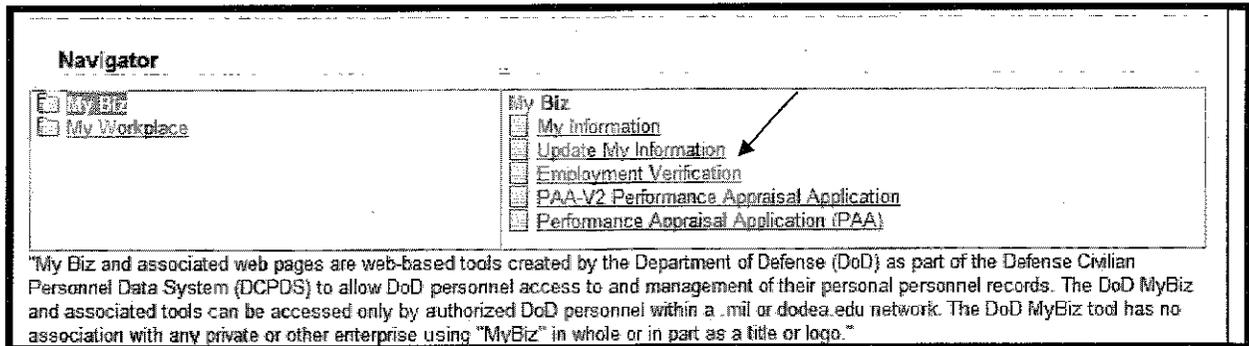
Navigator

☐ MYBIZ	My Biz
☐ My Workplace	☐ My Information
	☐ Update My Information
	☐ Employment Verification
	☐ PAA-V2 Performance Appraisal Application
	☐ Performance Appraisal Application (PAA)

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

Figure 1

EMPLOYMENT VERIFICATION Page

The employment data elements show the same information viewable in My Biz, under My Information which can be reviewed prior to sending the employment verification.

There are two selections under **Details to Share** – Employment Information and Employment and Salary Information.

> Employment Information sends name, current date, job, organization, last 4 of social security number (SSN), employment status, start dates, and rate of pay.

> Employment and Salary Information sends the same employment information, plus total salary.

> **Important:** Employment and/or Salary Information will not be visible on this page, however, will be included in the email.

Figure 2

Recipient Information allows email address to be entered in the "To" field and one address to be entered in the courtesy copy ("CC") field.

1) "To" field: Input the email address of one recipient. The system will only accept one email address in the "To" field. If you need to send notices to multiple recipients, it is recommended that you send separate notices.

2) Courtesy Copy "CC" field: Input your work email address where you want to receive a copy of the Employment Verification information sent. This field will be auto-populated with your work email address if you previously updated your work email address in My Biz, (under update My Information).

Both the "To" and "CC" fields must contain valid email addresses. Send separate notices if you need to send Employment Verification notices to multiple recipients.

> **TIP:** Always send a copy to your work email address – you will receive the exact same email the external organization will receive - with a date/time stamp, the email addresses sent and the employment information sent.

Select Continue to acknowledge and submit.

The cancel button returns to the My Biz home page and no employment verification information is sent.
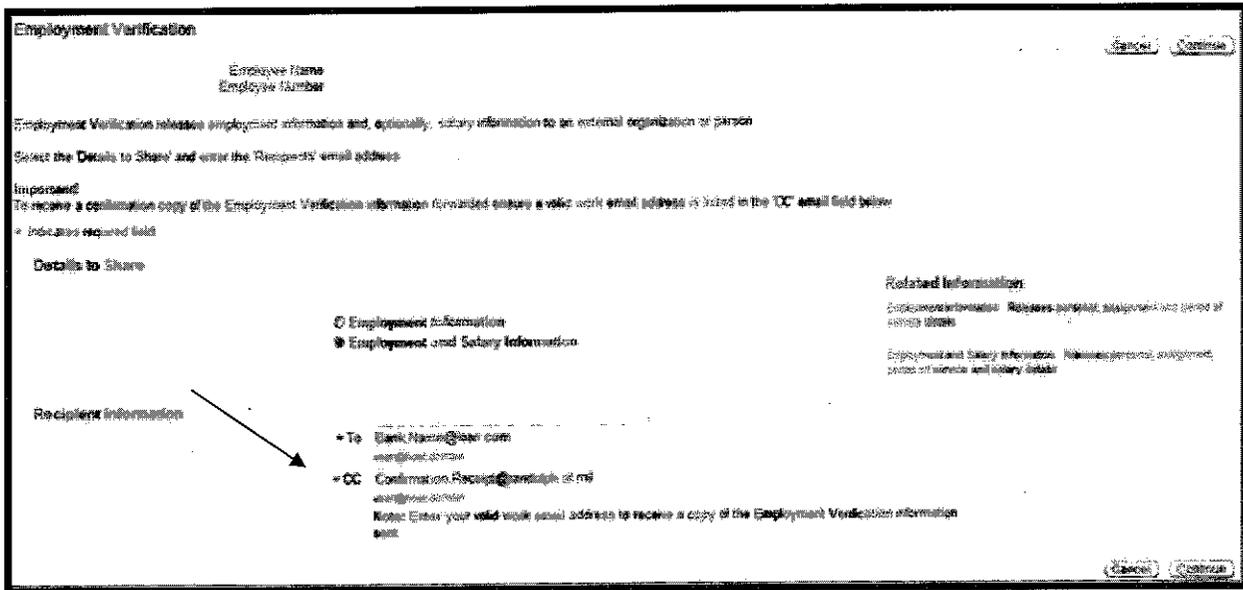
Figure 3

EMPLOYMENT VERIFICATION – ACKNOWLEGE AND SUBMIT Page

Recipient Information – displays the exact email addresses to where the employment information will be emailed. The "To" and/or "CC" field(s) will be blank if more than one e-mail address was entered on the previous page. Click BACK to return to the previous page to delete extra e-mail addresses and update email information.

Employment and Salary - The employment data elements show the same information viewable in My Biz, under My Information which can be reviewed prior to sending the employment verification.

Important: The salary does not display on the Acknowledge and Submit page, however salary information will display in the email. To review your total salary prior to submitting, return to the Navigation page and select My Information, then Salary Tab.

The BACK button can be used to return to the previous screen. The CANCEL button returns you to the Navigation page.

Select ACKNOWLEDGE AND SUBMIT button to continue.

Figure 4

WARNING page

The WARNING page shows the email addresses that will receive the employment verification information.

As the Disclaimer states it is the employee's responsibility to ensure the emailed recipients receive the Employment Verification.

Select YES to receive a confirmation notice or NO to take you back to the previous page.

Figure 5

CONFIRMATION page

The Confirmation page shows the email address to which the employment verification information was sent. Check your email for the "CC" email copy. Select 'Return to Home' to return to the Navigation page.

Figure 6