

**Self Service ‘My Biz’  
Module 1, Chapter 4  
Employment Verification**

---

**Introduction**

Self Service provides APF and NAF employees the valuable functionality to request and send Employment Information to a ‘recipient’ (Lender, Bank, etc) directly from the data source, DCPDS. The information consists of employment only or employment and salary information. This functionality allows preview on screen, and is secure with a password protected attachment when sent via email. The recipient and employee both receive the password protected attachment, and only the employee receives the password under separate cover. The employee must provide the password to the recipient. There is no limit as to how many verifications an employee can submit. The following pages depict step by step guidance of this enhanced functionality.

---

**Contents**

| <b>Topic</b>                                   | <b>Page</b> |
|--|-------------|
| Accessing Employment Verification              | 2           |
| Employment Verification                        | 3           |
| Employment Verification Acknowledge and Submit | 4           |
| Preview Screens for APF and NAF                | 6           |
| Warning Screen                                 | 8           |
| Confirmation Screen                            | 8           |
| Example Screen Shots                           | 9           |
| APF and NAF Employment Verification Documents  | 12          |



**Accessing Employment Verification**

Log into Self Service, My Biz and from the navigator screen, select *Employment Verification*. This function allows employees to select and send their employment or salary information via email to an external recipient.

**Note:** All screens are the same for APF and NAF except for the Employment and Salary Information selection. NAF salary information provides for Average Hours Per Pay Period and Base Pay as opposed to APF providing Total Pay and Total YTD.

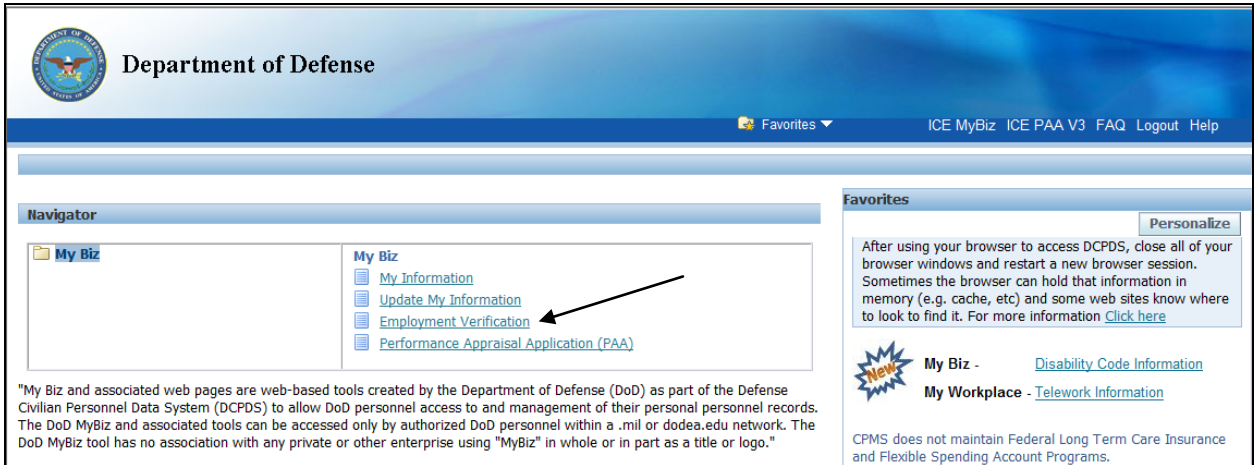


Figure 1

**Privacy Act Statement**

Before you can ‘view, add and/or update’ any personal information, you must *accept* the ‘Privacy Act Statement’.

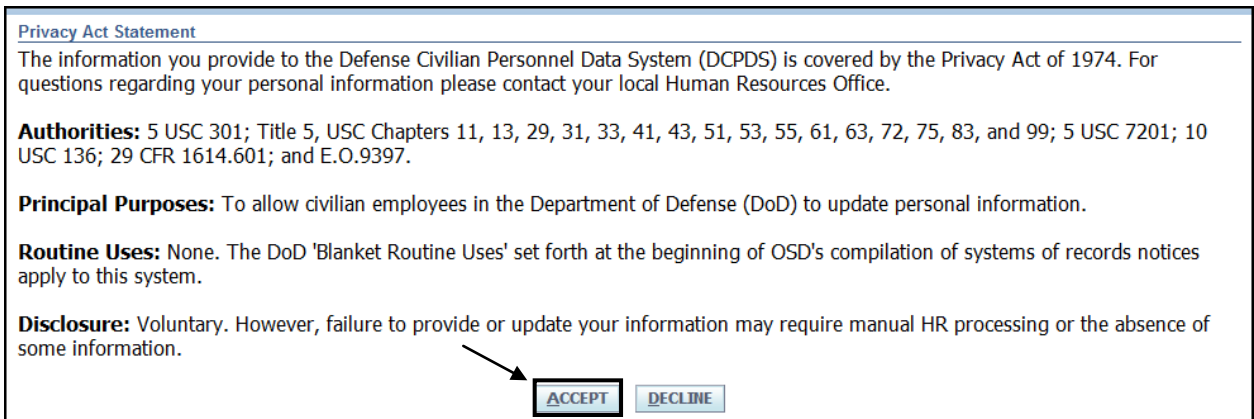


Figure 2



**Employment Verification Page**

There are three sections on the Employment Verification page;

1. *Employee Information*; provides important ‘need to know’ about the email requirements for this functionality
2. *Select Information to Send*; select either Employment Information or Employment and Salary Information. Definitions of each are in the box on the right labeled *Related Information*.
3. *Recipient Information*; the TO ‘recipient’ is used for the external email address of the bank or lender, etc. My Email is the employee email address where the password will be sent.

The *Note* below My Email explains the email process in detail.

The screenshot shows a web form titled "Employment Verification". At the top right are "Cancel" and "Continue" buttons. The form is divided into three main sections:

- Employee Information:** Contains fields for "Employee Name" and "Employee Number". Below these is a paragraph: "Employment Verification releases employment information and, optionally, salary information to an external organization or person, also known as 'Recipient'." An "Important!" note follows: "Prior to completing the Employment Verification request, ensure a valid e-mail address is listed in the 'My Email' field below. The password will be e-mailed to you at this address. If your e-mail address is blank or incorrect, enter or overwrite the e-mail displayed. You can also update your work e-mail under My Biz>Update My Information>Profile Tab>Work E-mail Address."
- Select Information to Send:** A heading followed by the instruction "Select either Employment Information or Employment and Salary Information". There are two radio buttons: "Employment Information" (which is selected) and "Employment and Salary Information". To the right is a box titled "Related Information" containing two paragraphs: "Employment Information: Releases personal, assignment and period of service details." and "Employment and Salary Information: Releases personal, assignment, period of service and salary details."
- Recipient Information:** Contains two text input fields. The first is labeled "To" and has "user@host.domain" entered. The second is labeled "My Email" and also has "user@host.domain" entered. Below these fields is a "Note": "Your password-protected employment verification document will be sent to the recipient identified in the 'To' line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the 'My Email' field. For your protection, the e-mail containing the password will not be sent to the individual identified in the 'To' line. It is your responsibility to share the password with the intended recipient."

At the bottom right of the form are "Cancel" and "Continue" buttons. Several black arrows point to various elements: one to the "Employee Information" header, one to the "Select Information to Send" header, one to the "My Email" field, one to the "Continue" button at the bottom right, and one to the "Continue" button at the top right.

**Figure 3**

Select *continue* at the bottom right to preview the employment information and to move on to *Acknowledge and Submit*.

If *cancel* is selected, the request is aborted in its entirety and the navigator screen will display again (Figure.1).

**Employment Verification – Acknowledge and Submit**

There are three sections to the Employment Verification - Acknowledge and Submit page and four options;

1. *Employee Information*; identifies the employee by name and number
2. *Recipient Information*; shows the email addresses entered from the previous page, the Reference Number of the transaction and an information disclaimer.
3. *Preview*; Displays the employment information or salary information as selected from the previous page.

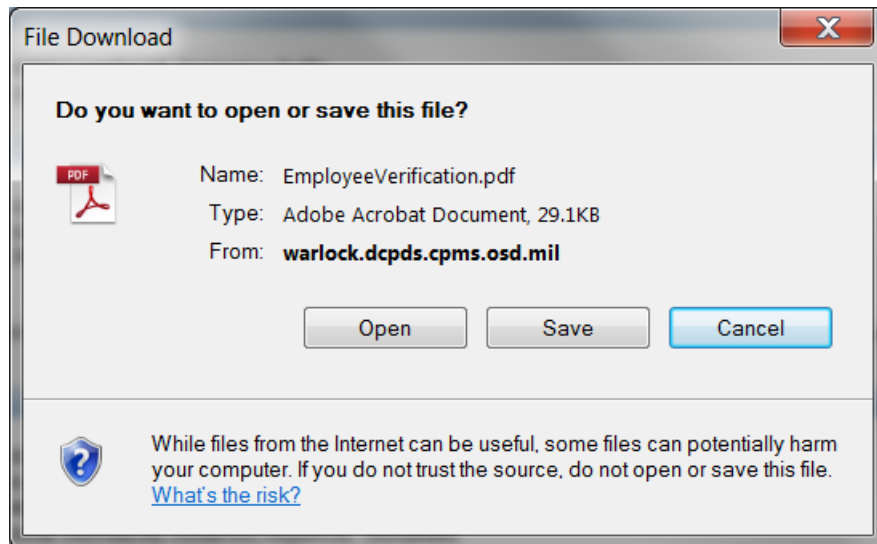
**Figure 4**

**Four Options:**

1. The *Print Receipt* button; (a new feature as of 11 March 2012) allows employees to print or save a PDF copy (see Figure 5 below) of their employment verification information by selecting the print receipt button as indicated above and displayed on the next page
2. *Cancel*; if selected, the request is aborted in its entirety and the navigator screen will display again (Figure 1)
3. *Back*; this button will take you to the previous page, Figure 3
4. *Acknowledge and Submit*; select to continue on with the request



The PDF copy the employee prints or saves is exactly the same as what the Recipient will receive, minus the email address on the “emailed to” line. See Figure 11 and 12.



*Figure 5*

**Preview Screens for APF and NAF:**

Figures 6 and 7 below display the Preview screen for APF and NAF *Employment Information with Salary* respectively.

APF:

Employment Verification - Acknowledge and Submit

Print Receipt Cancel Back Acknowledge and Submit

**Employee Information**

Employee Name  
Employee Number

**Recipient Information**

To  
My Email  
Reference Number 281757\_20120402125325

By selecting the 'ACKNOWLEDGE and SUBMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the internet.

**Preview**

|   |  |
|---|--|
| Information Current as of                   | 02-Apr-2012  |
| Employer                                    | Defense Logistics Agency   |
| Headquarters Address                        | DEFENSE SUPPLY CENTER COLUMBUS<br>COMMANDER<br>SMALL BUSINESS OFFICE CA DU |
| Duty Station                                | WHITEHALL / FRANKLIN / OHIO  |
| Social Security Number (last 4-digits only) |  |
| Employment Status                           | Active   |
| Most Recent Start Date                      | 31-Oct-2005  |
| Original Hire Date                          | 31-Oct-2005  |
| Total Time With Employer                    | 6 years 5 months 2 days  |
| Job Title                                   | PROCUREMENT TECHNICIAN   |
| Rate Of Pay                                 | Annually   |
| Average Hours Per Pay Period                | 80   |
| Total Pay                                   | \$42,987.00  |
| Total Pay YTD                               | \$40,187.98  |

**Note:** For further information, contact your Human Resources Office (HRO).  
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Print Receipt Cancel Back Acknowledge and Submit

**Figure 6**



NAF:

**Employment Verification - Acknowledge and Submit**

Print Receipt Cancel Back Acknowledge and Submit

**Employee Information**

Employee Name  
Employee Number

**Recipient Information**

To  
My Email  
Reference Number 306541\_20120402122900

By selecting the 'ACKNOWLEDGE and SUBMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the internet.

**Preview**

Information Current as of 02-Apr-2012  
Employer U.S. Army Installation Management Command  
Headquarters Address MORALE WELFARE RECREATION FUND  
GYM-PHYSICAL FITNESS/AQUATIC TRAINING

Duty Station FORT BRAGG / CUMBERLAND / NORTH CAROLINA  
Social Security Number (last 4-digits only) 8096  
Employment Status Active  
Most Recent Start Date 24-Jun-2006  
Original Hire Date 24-Jun-2006  
Total Time With Employer 5 years 9 months 9 days  
Job Title RECREATION ASSISTANT (FACILITIES OPERATOR)  
Rate Of Pay Hourly  
Average Hours Per Pay Period at least 80  
Base Pay \$13.17

Note: For further information, contact your Human Resources Office (HRO).  
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Print Receipt Cancel Back Acknowledge and Submit

Figure 7

**Note:** NAF salary information provides for Average Hours Per Pay Period and Base Pay as opposed to APF Total Pay and Total YTD.

The PDF copy the employee prints or saves is exactly the same as what the Recipient will receive, minus the email address on the “emailed to” line. See Figure 11 and 12.

After printing or saving a copy, select *Acknowledge and Submit* (Figure 6 or 7), and read the *Warning* statement to ensure the email addresses are correct. Select *No* or *Yes*.

### Warning Screen

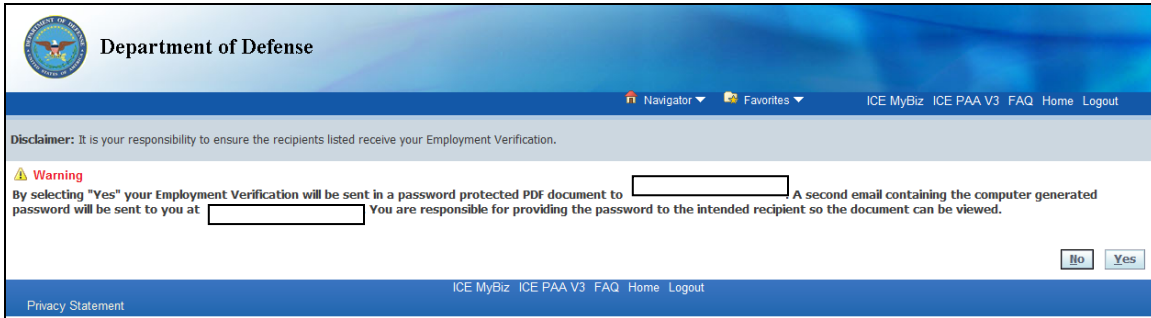


Figure 8

Selecting *No* will return the user back to the *Acknowledge and Submit* screen.  
Selecting *Yes* will confirm the request.

### Confirmation Screen

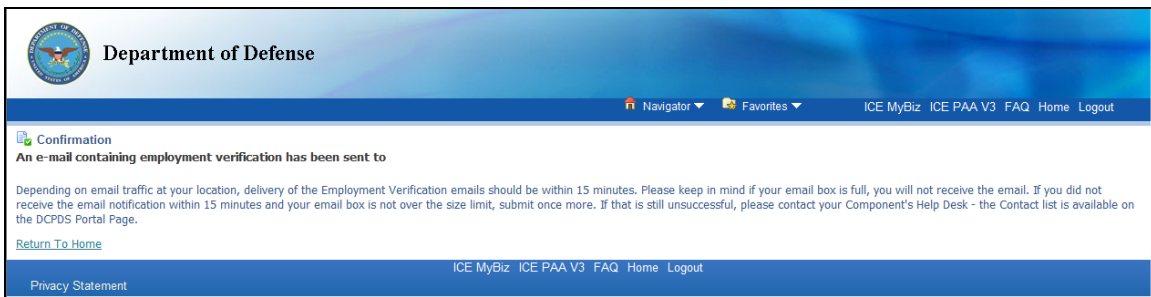





Figure 9

The request is complete.



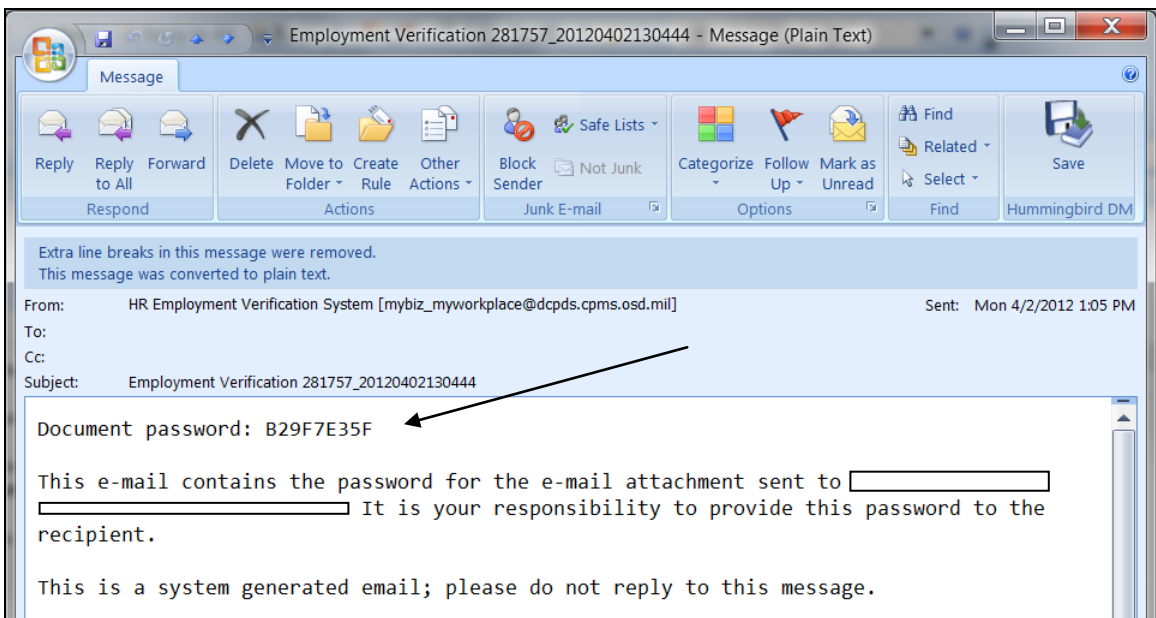
**Example Screen Shots:**

*1. Employment Verification Inbox Email:*

|  |                            |
|--|----------------------------|
|   HR Employmen... Employment Verification for [redacted] | Mon 4/2/2012 1:05 PM 46 KB |
|  HR Employmen... Employment Verification 281757_20120402130444  | Mon 4/2/2012 1:05 PM 18 KB |

**Figure 10**

*2. Employee Email - Employment Verification Password*



**Figure 11**

3. Recipient Email with password-protected attachment:

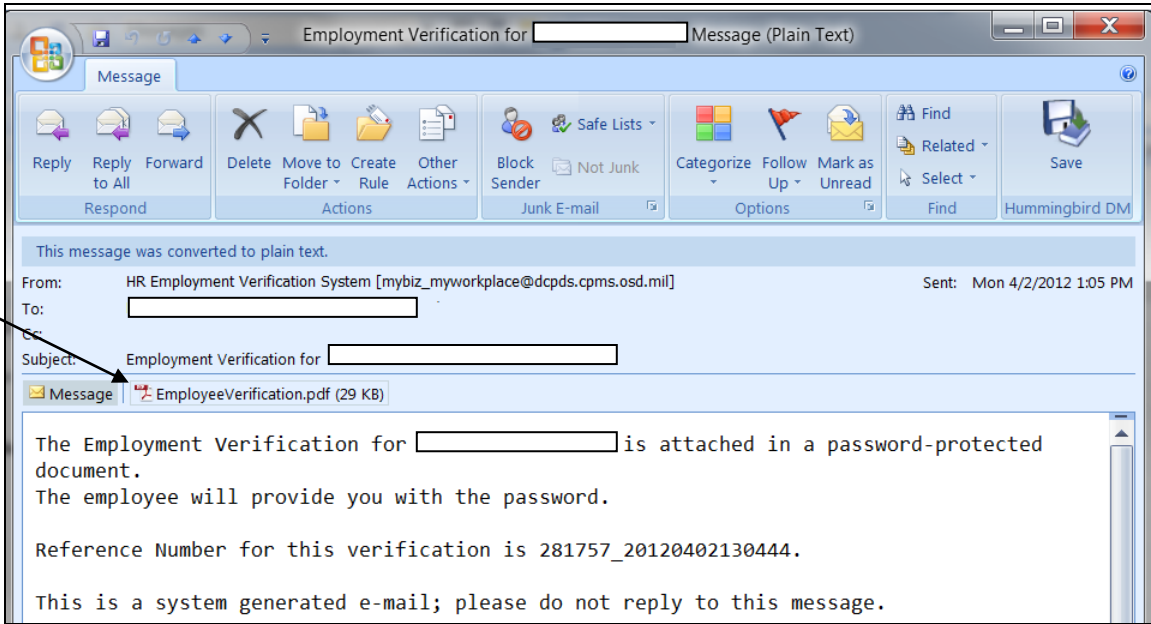


Figure 12

4. Recipient Email – opening employment verification attachment:

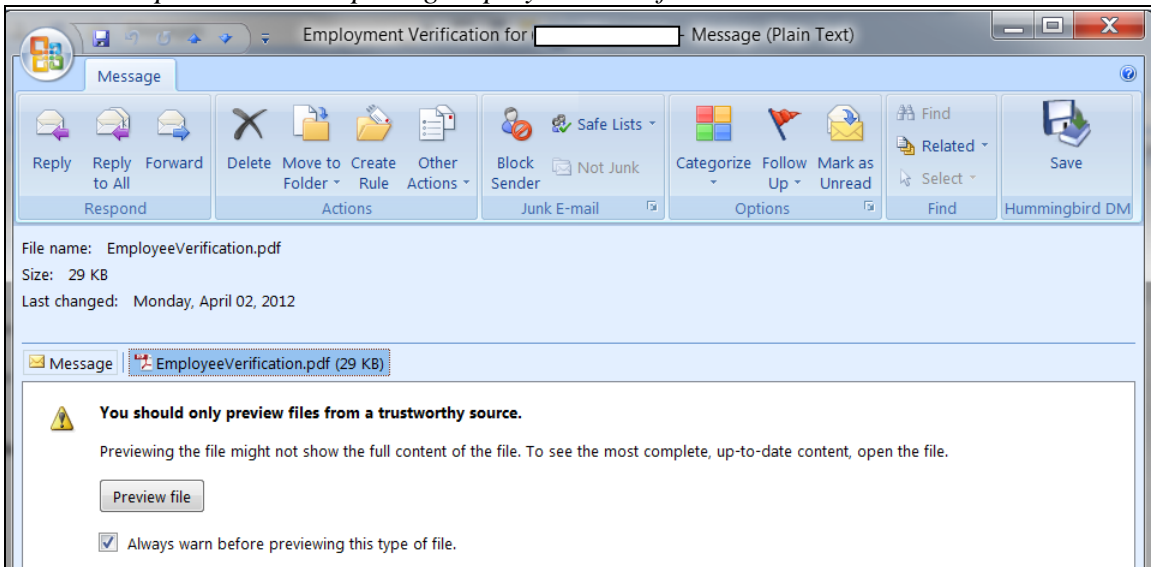


Figure 13

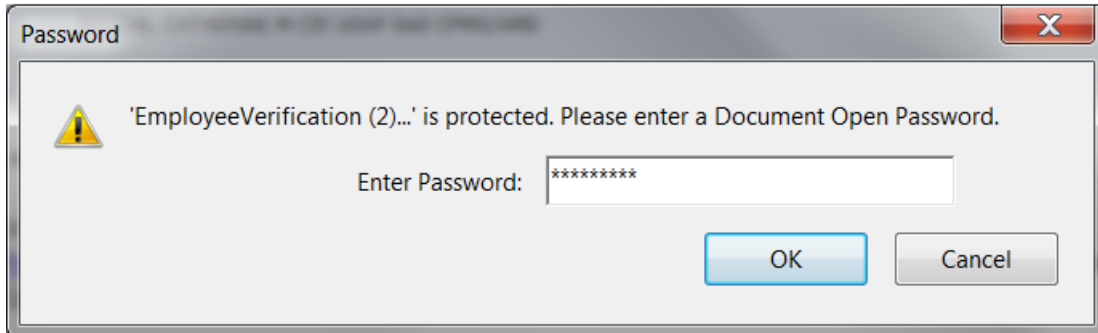
Select Preview File.

Updating My Information  
10

Module 1, Chap 4 Page




Password protected document.



*Figure 14*

Remember: The password is sent to the employee in an email and the employee provides the password to the recipient.

*APF Employment Verification document the Recipient receives:*



**Employment Verification**

---

*This document contains personally identifiable information. As the recipient of this information, you are responsible and legally accountable for safeguarding this product in accordance with any applicable national, state or provincial, or local laws that pertain to the protection of personally identifying information at your location.*

**Employment and Salary Information**

Dear Sir or Madam,

The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 281757\_20120402130444.

**Employee Name:**

**Information Current as of:** 02-Apr-2012

**Employer:** Defense Logistics Agency  
**Headquarters Address:**  
DEFENSE SUPPLY CENTER COLUMBUS  
COMMANDER  
SMALL BUSINESS OFFICE CA DU  
**Duty Station:** WHITEHALL / FRANKLIN / OHIO

**Social Security Number** (last 4-digits only):

**Employment Status:** Active  
**Most Recent Start Date:** 31-Oct-2005  
**Original Hire Date:** 31-Oct-2005  
**Total Time With Employer:** 6 years 5 months 2 days

**Job Title:** PROCUREMENT TECHNICIAN


**Rate of Pay:** Annually  
**Average hours Per Pay Period:** 80  
**Total Pay:** \$42,987.00  
**Total Pay YTD:** \$40,187.98

**Emailed To:**

*Figure 15*



NAF Employment Verification document the Recipient receives:



## Employment Verification

---

*This document contains personally identifiable information. As the recipient of this information, you are responsible and legally accountable for safeguarding this product in accordance with any applicable national, state or provincial, or local laws that pertain to the protection of personally identifying information at your location.*

**Employment and Salary Information**

Dear Sir or Madam,

The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 306541\_20111216150028.

**Employee Name:**

**Information Current as of:** 16-Dec-2011

**Employer:** U.S. Army Installation Management Command  
**Headquarters Address:**  
MORALE WELFARE RECREATION FUND  
GYM-PHYSICAL FITNESS/AQUATIC TRAINING  
**Duty Station:** FORT BRAGG / CUMBERLAND / NORTH CAROLINA

**Social Security Number (last 4-digits only):**

**Employment Status:** Active  
**Most Recent Start Date:** 24-Jun-2006  
**Original Hire Date:** 24-Jun-2006  
**Total Time With Employer:** 5 years 5 months 22 days

**Job Title:** RECREATION ASSISTANT (FACILITIES OPERATOR)

**Rate of Pay:** Hourly  
**Average hours Per Pay Period:** at least 80  
**Base Pay:** \$13.17

**Emailed To:**

*Figure 16*



