

DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

My **Biz+**

Self Service HR
**EMPLOYMENT
VERIFICATION**
for Current Employees
USER GUIDE





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INTRODUCTION

Employment Verification is available from MyBiz+, within the Key Services View. It provides Appropriated Fund (APF) and Non-appropriated Fund (NAF) employees the valuable functionality to request and send Employment Information to a Recipient (Lender, Bank, etc.) directly from the data source, Defense Civilian Personnel Data System (DCPDS). The information consists of employment only or employment and salary information. Employees can preview information on the screen before they complete the transaction. The Recipient receives a password protected attachment, and the employee receives the password. The employee provides the password to the Recipient. There is no limit to the number of verifications an employee can submit. The following pages depict step-by-step guidance of this enhanced functionality.

ACCESSING EMPLOYMENT VERIFICATION

Log into MyBiz+, and from the Key Services View, select the Request Employment Verification link (Figure 1). This function allows employees to select and send their employment and/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 Average Hours Per Pay Period and Base Pay as opposed to APF providing Total Pay and Total Pay year-to-date (YTD).

PRIVACY ACT STATEMENT

Before the employee can access any personal information, they must Accept the Privacy Act Statement (Figure 2).

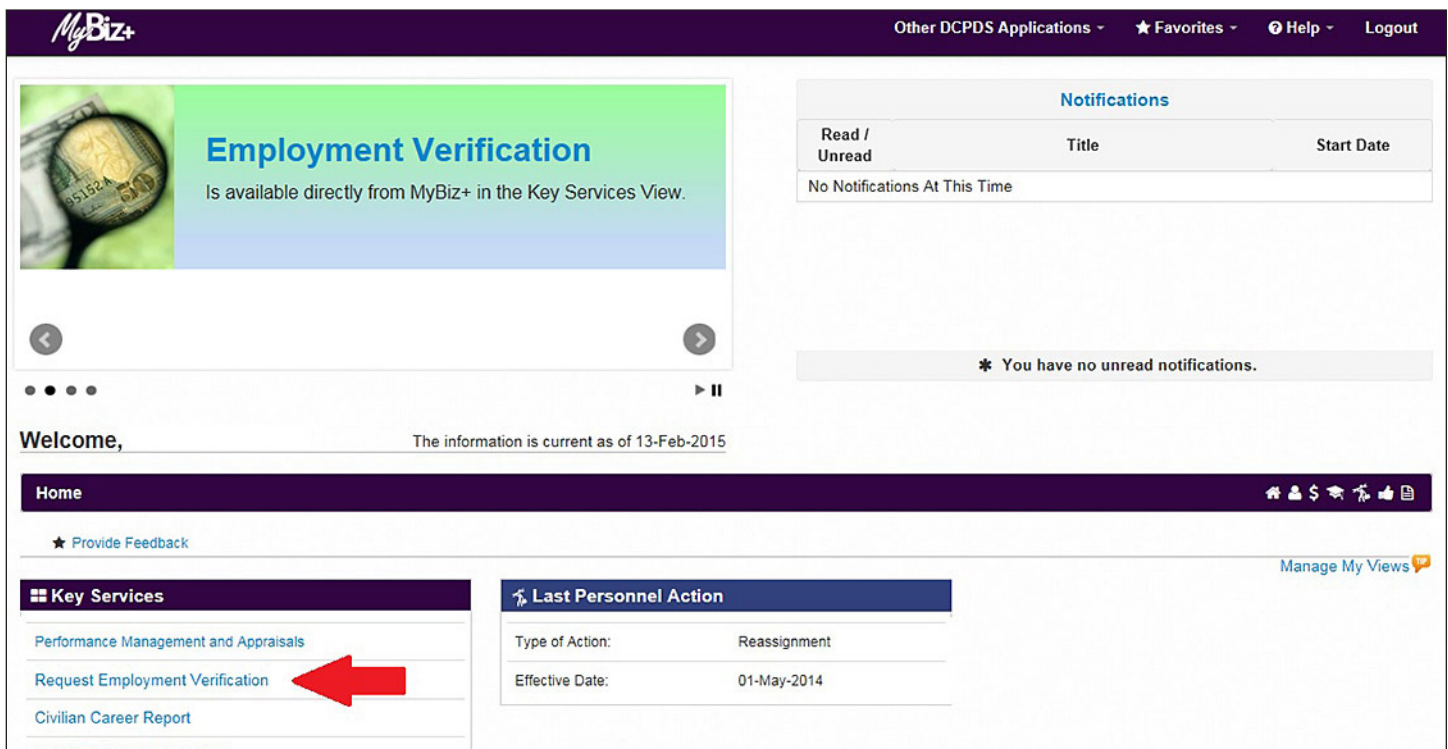


Figure 1. MyBiz+ Homepage

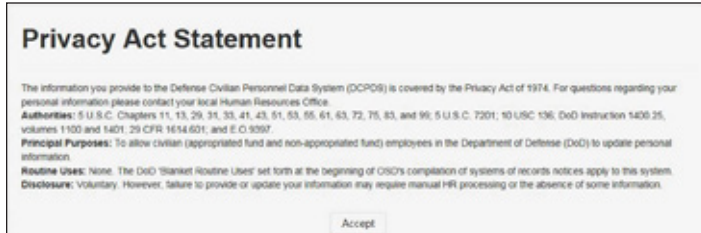


Figure 2. Privacy Act Statement

EMPLOYMENT VERIFICATION PAGE

There are three sections on the **Employment Verification** page (Figure 3);

Sections

1. *Information*; provides important 'need to know' information about the email requirements for this functionality.
2. *Information to Send*; select either *Employment Information* or *Employment and Salary Information*.

Definitions of each are on the right labeled *Related Information*.

3. *Recipient Information*; the *To Recipient* is used for the external email address of the bank, 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.

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).

Figure 3. Employment Verification Page

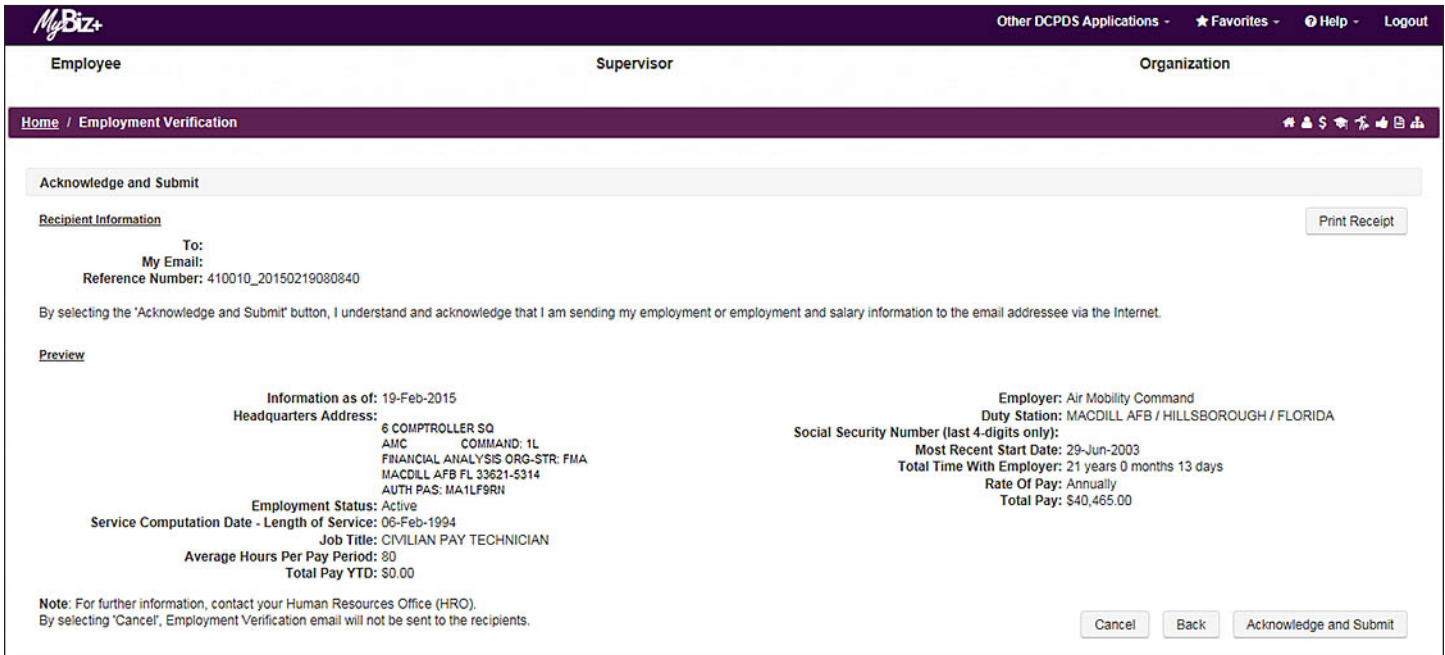


Figure 4. Employment Verification - Acknowledge and Submit Page with APF Employee Information Preview

EMPLOYMENT VERIFICATION - ACKNOWLEDGE AND SUBMIT

There are two sections to the **Employment Verification - Acknowledge and Submit** page and four options (*Figure 4*);

Sections

1. *Recipient Information*; shows the email addresses entered from the previous page, the Reference Number of the transaction and an information disclaimer.
2. *Preview*; Displays the employment information and/or salary information as selected from the previous page.

Options

1. *Print Receipt*; allows employees to print or save a PDF copy (*Figure 5*) of their employment verification information

by selecting the print receipt button located towards the top right corner of the Acknowledge and Submit Page.

2. *Cancel*; if selected, the request is aborted in its entirety and the *MyBiz+ Homepage* will display again (*Figure 1*).
3. *Back*; will return to the previous page (*Figure 3*).
4. *Acknowledge and Submit*; select to continue 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 (*Appendix: Figures A-1 and A-2*).

Preview Screens for APF and NAF

The Preview screen for APF salary information provides Total Pay and Total Pay YTD

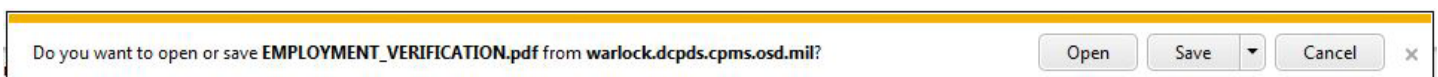


Figure 5. Option to Open for Print or Save a PDF Copy



(Figure 4), as opposed to NAF salary information, which displays Average Hours Per Pay Period and Base Pay (Figure 6).

After printing or saving a copy, select Acknowledge and Submit, and read the initial Confirmation statement to ensure the email addresses are correct (Figure 7).

Select Cancel, Back or Yes.

Cancel; if selected, the request is aborted in its entirety and the *MyBiz+ Homepage* will display again (Figure 1).

Back; if selected, will return the user back to the previous page. (Figure 4).

Selecting *Yes* will display the Consent to Release Personally Identifiable Information (PII) statement (Figure 8)

Cancel; if selected, the request is aborted in its entirety and the *MyBiz+ Homepage* will display again (Figure 1).

Back; if selected, will return the user back to the previous page. (Figure 7).

Selecting *Yes* will open the final Confirmation page (Figure 9).

The request is complete. The secure employment information document is sent to the Recipient and the password is sent to the employee in an email that the employee provides to the Recipient.

MyBiz+ Other DCPDS Applications - ★ Favorites - ⓘ Help - Logout

Employee Supervisor Organization

Home / Employment Verification

Acknowledge and Submit

Recipient Information Print Receipt

To:
My Email:
Reference Number: 336675_20150219082558

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 as of: 19-Feb-2015	Employer: U.S. Air Forces, Europe
Headquarters Address: NAF AVIANO AB,	Duty Station: AVIANO / ITALY
Employment Status: Active	Social Security Number (last 4-digits only):
Service Computation Date - Length of Service: 30-Apr-2010	Most Recent Start Date: 30-Apr-2010
Job Title: CHILD AND YOUTH PROGRAM ASSISTANT (ENTRY LEVEL)	Total Time With Employer: 4 years 9 months 19 days
Average Hours Per Pay Period: Varies	Rate Of Pay: Hourly
	Base Pay: \$10.37

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

Cancel Back Acknowledge and Submit

Figure 6. Acknowledge and Submit Page with NAF Employee Information Preview

The screenshot shows the MyBiz+ interface for the Employment Verification process. At the top, there is a navigation bar with the MyBiz+ logo on the left and links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout' on the right. Below this is a header section with three tabs: 'Employee', 'Supervisor', and 'Organization'. A breadcrumb trail reads 'Home / Employment Verification'. The main content area is titled 'Confirmation' and contains a disclaimer: 'Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification. By selecting 'Yes' your Employment Verification will be sent in a password protected PDF document to [redacted]. A second email containing the computer generated password will be sent to you at [redacted]. You are responsible for providing the password to the intended recipient so the document can be viewed.' At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Yes'.

Figure 7. Confirmation Statement Page (initial)

The screenshot shows the MyBiz+ interface for the Employment Verification process. At the top, there is a navigation bar with the MyBiz+ logo on the left and links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout' on the right. Below this is a header section with three tabs: 'Employee', 'Supervisor', and 'Organization'. A breadcrumb trail reads 'Home / Employment Verification'. The main content area is titled 'Consent to Release' and contains a disclaimer: 'Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification. In requesting employment and/or salary verification be provided to the recipient identified in this request, I hereby consent to the release to the recipient of the personally identifiable (PII) information required to verify my employment and/or salary, as the case may be.' At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Yes'.


Figure 8. Consent to Release Personally Identifiable Information (PII)

The screenshot shows the MyBiz+ interface for the Employment Verification process. At the top, there is a navigation bar with the MyBiz+ logo on the left and links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout' on the right. Below this is a header section with three tabs: 'Employee', 'Supervisor', and 'Organization'. A breadcrumb trail reads 'Home / Employment Verification'. The main content area is titled 'E-Mail Confirmation' and contains a message: 'An e-mail containing employment verification has been sent to [redacted]. Depending on email traffic at your location, delivery of the Employment Verification emails should be within 15 minutes. Please keep in mind if your email box is full, you will not receive the email. If you did not receive the email notification within 15 minutes and your email box is not over the size limit, submit once more. If that is still unsuccessful, please contact your Component's System Help Desk - the System Help Desk Contacts list is posted under the HELP menu or at the bottom of the page as System Help Desk Contacts.' At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Yes'.

Figure 9. E-mail Confirmation Page



APPENDIX: EXAMPLES OF EMPLOYMENT VERIFICATION DOCUMENT



Employment Verification

NOTE: This document contains personally identifiable information provided to you solely for the purpose of employment and/or salary verification at the request and with the consent of the person to whom this information pertains. This information is subject to the Privacy Act of 1974, 5 U.S.C. § 552a, and is not to be used or disseminated for any other purpose without the express consent of the individual to whom it pertains. Be advised this information should also be safeguarded in accordance with other applicable federal, state or local laws.

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: 410010_20150213224441.

Employee Name: [REDACTED]

Information Current as of: 13-Feb-2015

Employer: Air Mobility Command
Headquarters Address:
6 COMPROLLER SQ
AMC COMMAND: 1L
FINANCIAL ANALYSIS ORG-STR: FMA
MACDILL AFB FL 33621-5314
AUTH PAS: MA1LF9RN
Duty Station: MACDILL AFB / HILLSBOROUGH / FLORIDA

Social Security Number (last 4-digits only): [REDACTED]

Employment Status: Active
Most Recent Start Date: 29-Jun-2003
Original Hire Date: 06-Feb-1994
Total Time With Employer: 21 years 0 months 7 days

Job Title: CIVILIAN PAY TECHNICIAN

Rate of Pay: Annually
Average hours Per Pay Period: 80
Total Pay: \$40,067.00
Total Pay YTD: \$0.00

Emailed To: [REDACTED]

Figure A-1. APF Employment Verification Document with Both Employment and Salary Information



Employment Verification

NOTE: This document contains personally identifiable information provided to you solely for the purpose of employment and/or salary verification at the request and with the consent of the person to whom this information pertains. This information is subject to the Privacy Act of 1974, 5 U.S.C. § 552a, and is not to be used or disseminated for any other purpose without the express consent of the individual to whom it pertains. Be advised this information should also be safeguarded in accordance with other applicable federal, state or local laws.

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: 336675_20150213225538.

Employee Name: [REDACTED]

Information Current as of: 13-Feb-2015

Employer: U.S. Air Forces, Europe

Headquarters Address:

NAF

AVIANO AB

Duty Station: AVIANO / ITALY

Social Security Number (last 4-digits only): [REDACTED]

Employment Status: Active

Most Recent Start Date: 30-Apr-2010

Service Computation Date - Length of Service: 30-Apr-2010

Total Time With Employer: 4 years 9 months 13 days

Job Title: CHILD AND YOUTH PROGRAM ASSISTANT(ENTRY LEVEL)

Rate of Pay: Hourly

Average hours Per Pay Period: Varies

Base Pay: \$10.37

Emailed To: [REDACTED]

Figure A-2. NAF Employment Verification Document with Both Employment and Salary Information



Bank



<http://www.cpms.osd.mil/>
<https://dodhrinfo.cpms.osd.mil>