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

Topic	Page
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

Defense Civilian Personnel Advisory Service (DCPAS)
Enterprise HR Information Systems Directorate (EHRIS)
Systems, Testing, Training and Requirements Division

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.

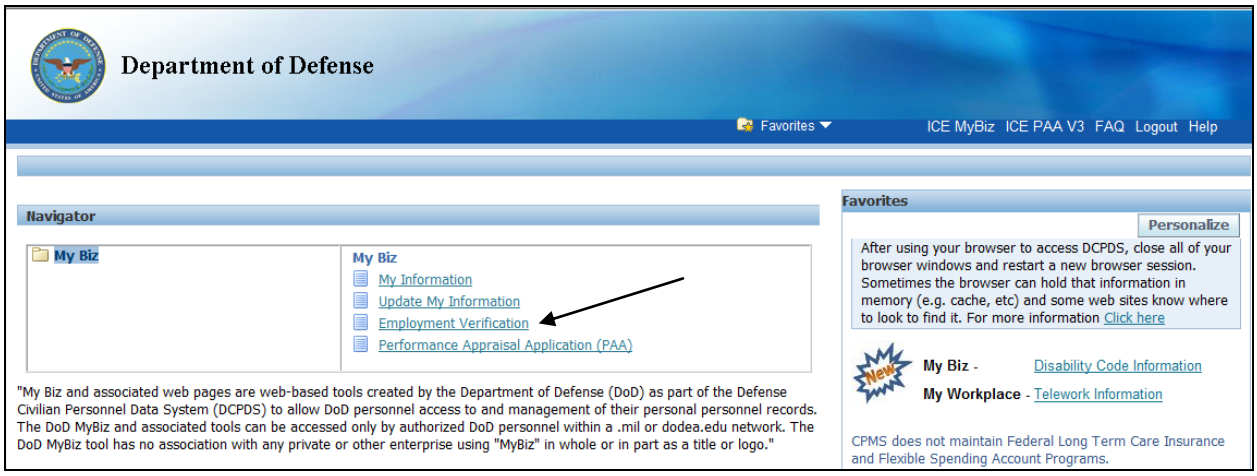


Figure 1

Privacy Act Statement

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

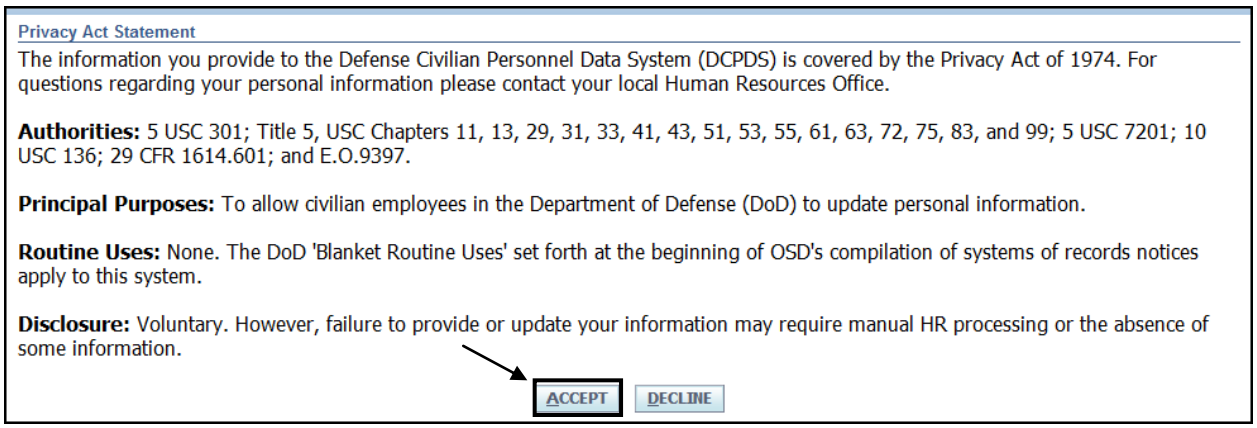


Figure 2

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.

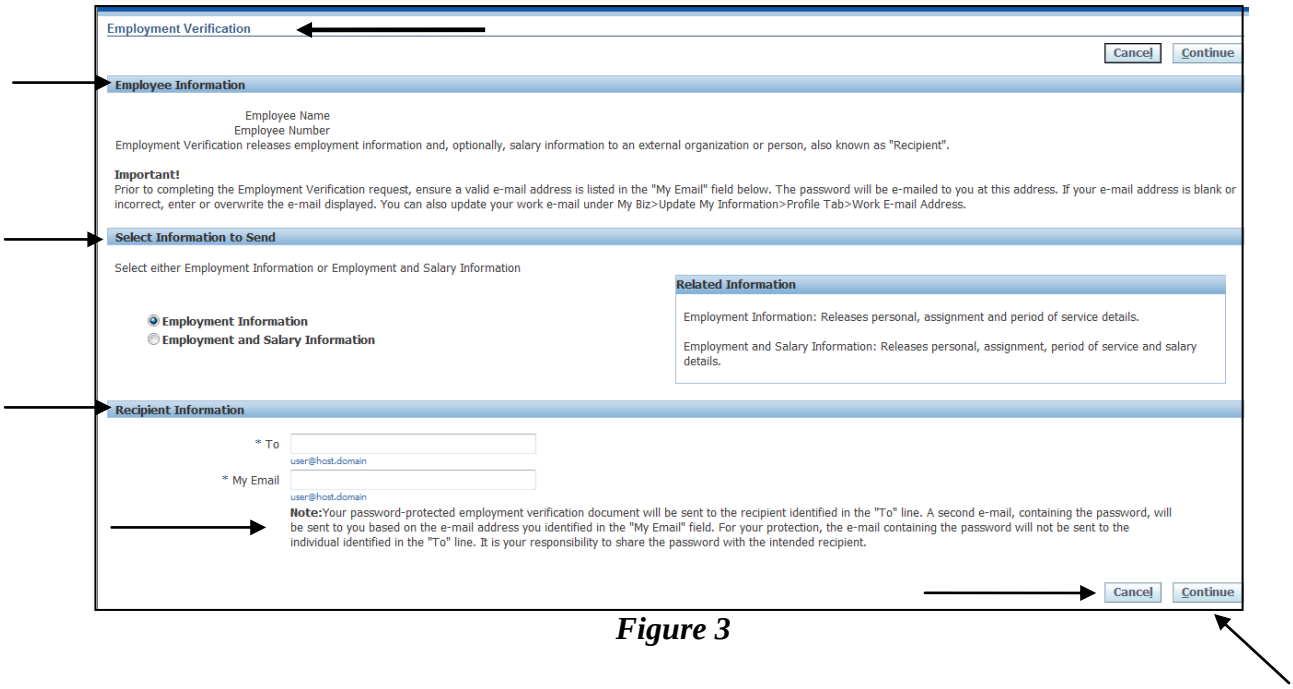


Figure 3

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.

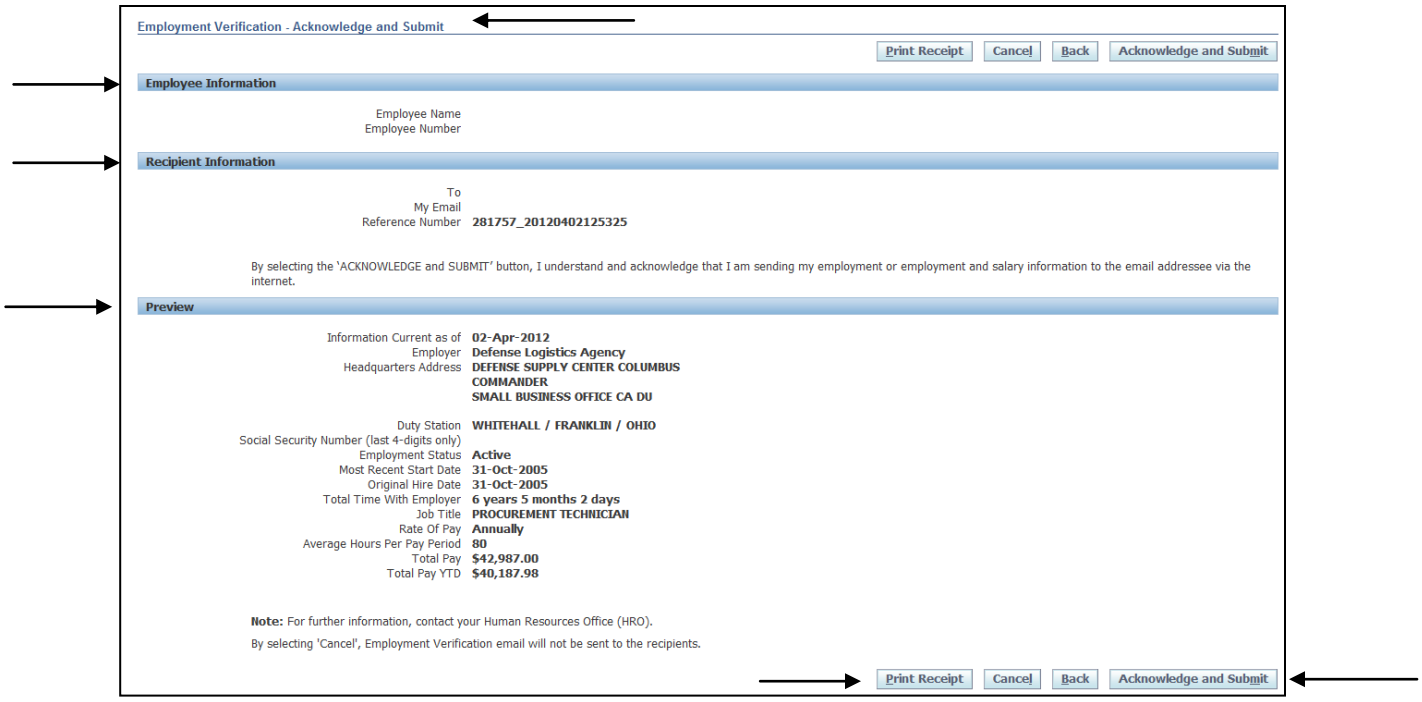


Figure 4

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.

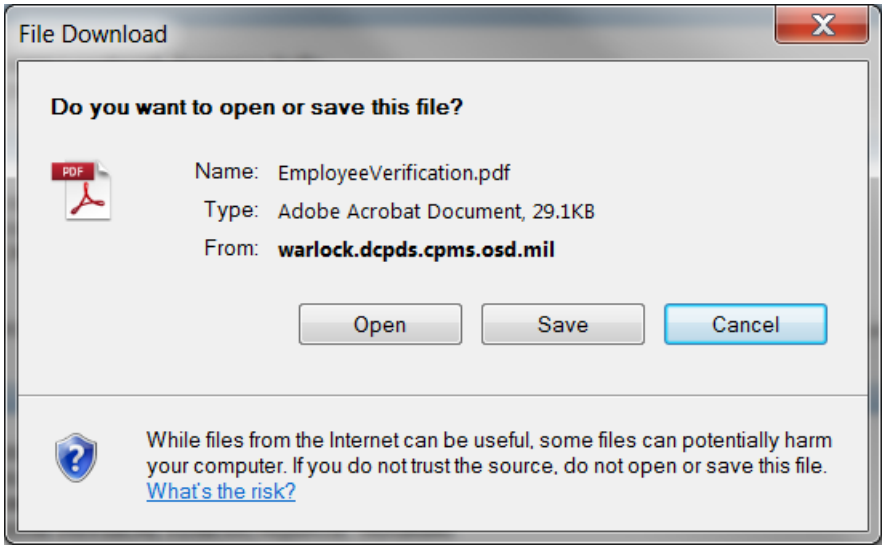


Figure 5

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:

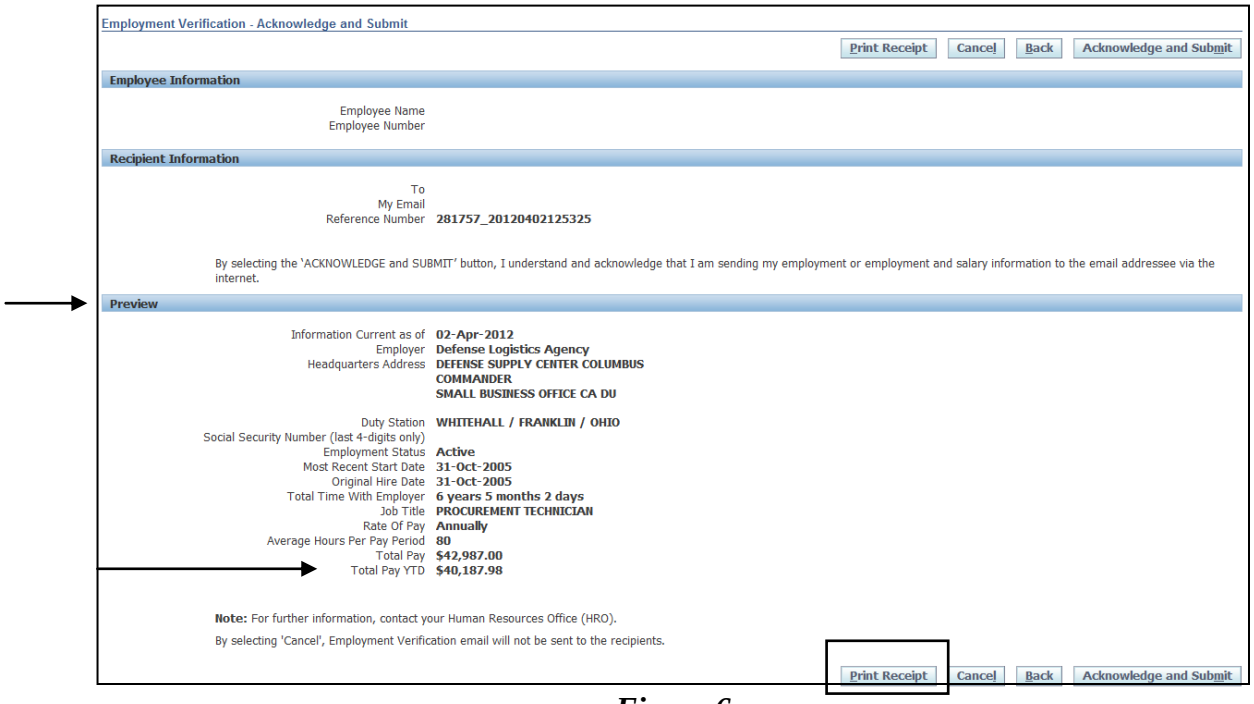
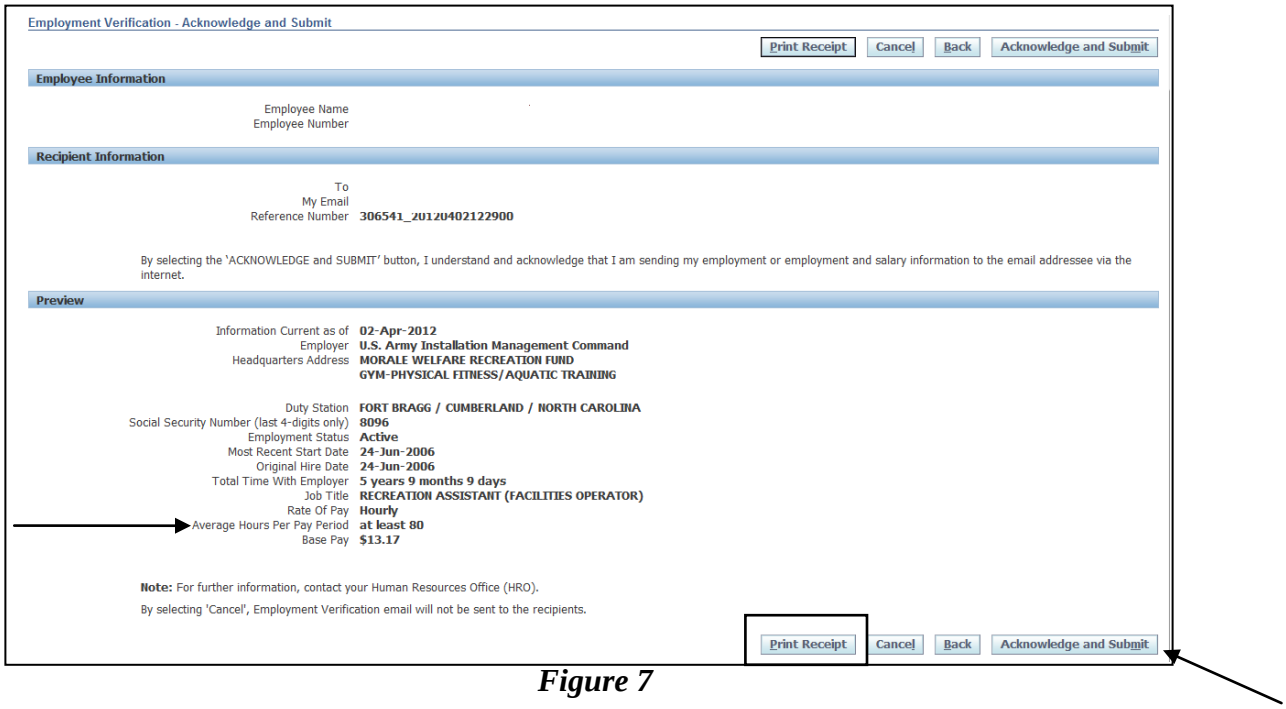


Figure 6

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

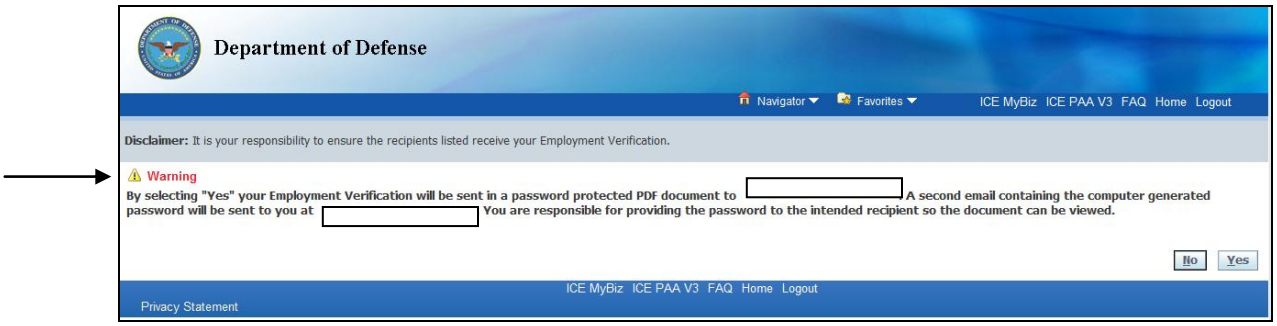


Figure 8

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

Confirmation Screen

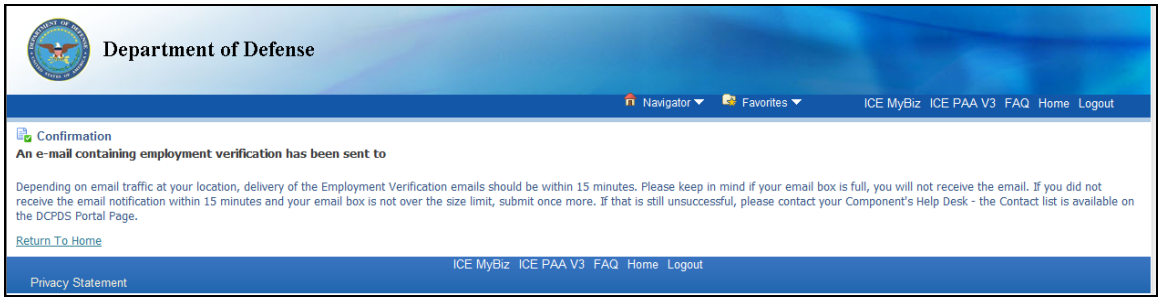


Figure 9

The request is complete.

Example Screen Shots:

1. *Employment Verification Inbox Email:*

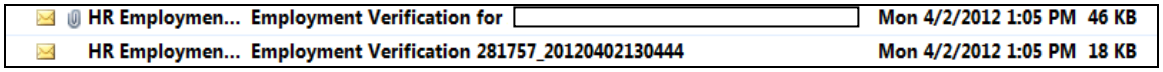


Figure 10

2. *Employee Email - Employment Verification Password*

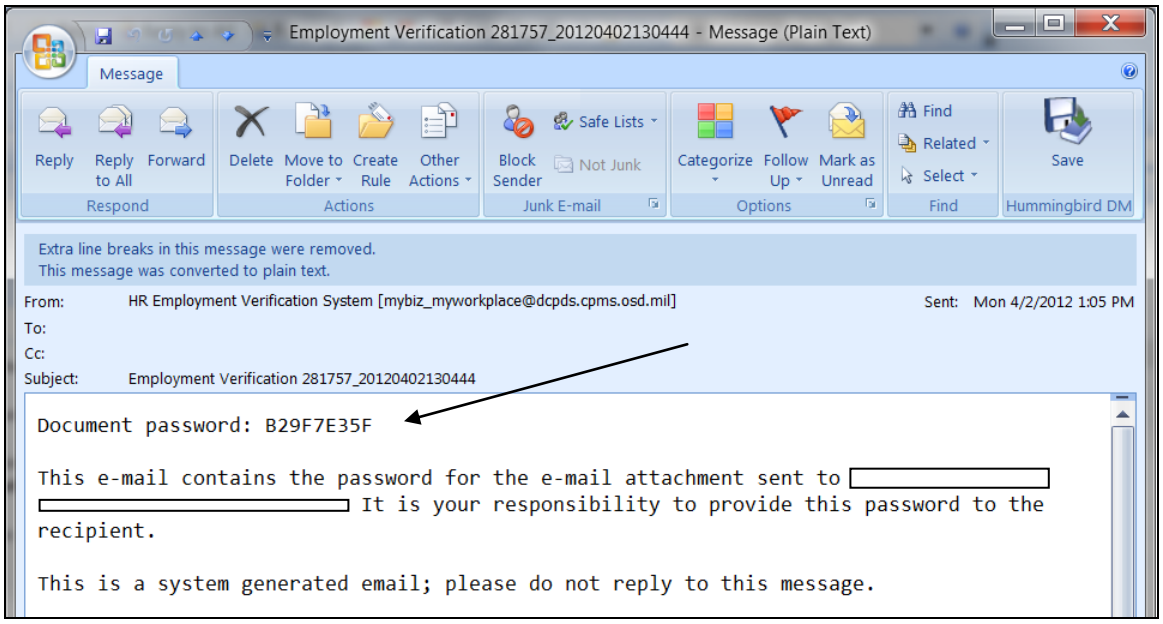


Figure 11

3. *Recipient Email with password-protected attachment:*

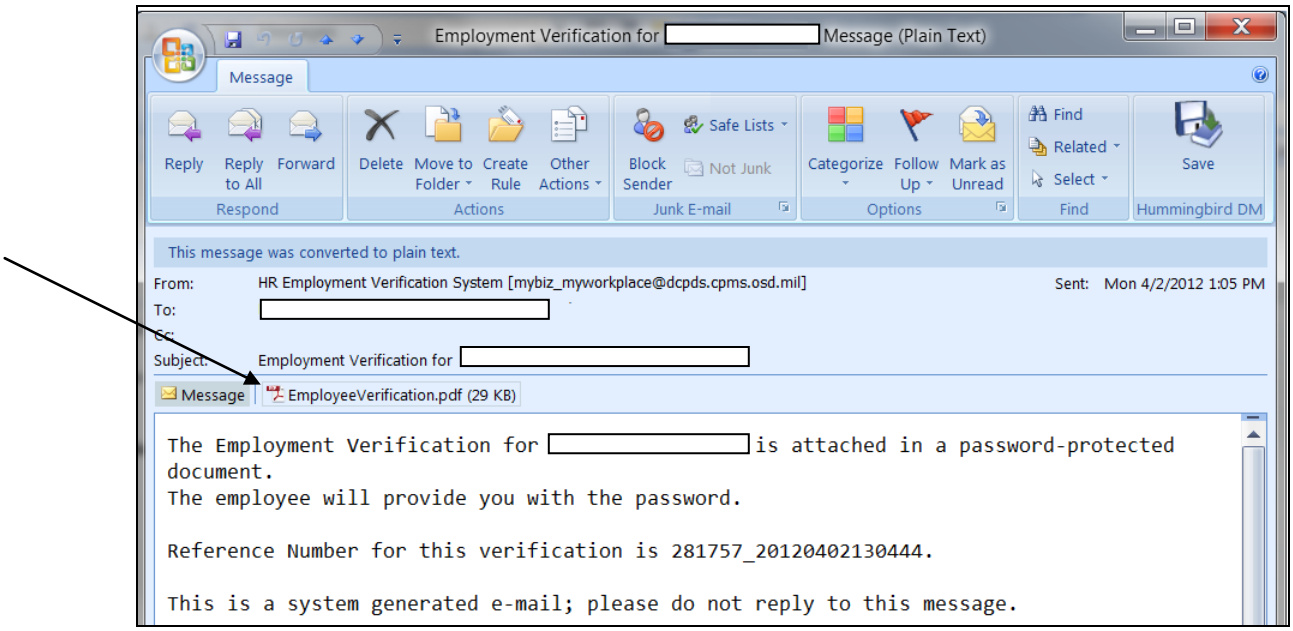


Figure 12

4. *Recipient Email – opening employment verification attachment:*

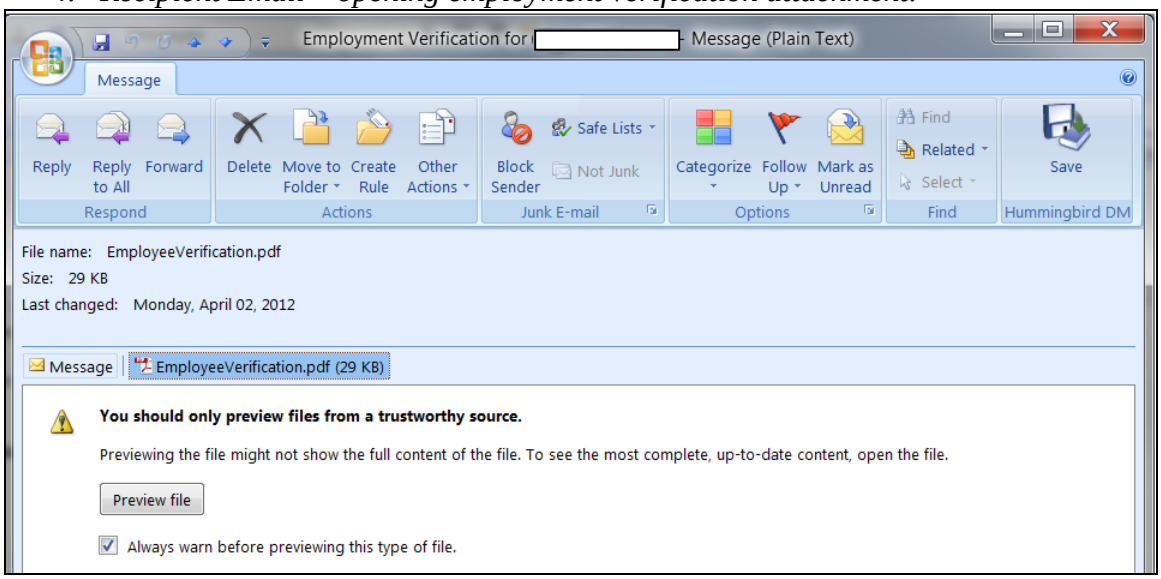


Figure 13

Select Preview File.

Password protected document.

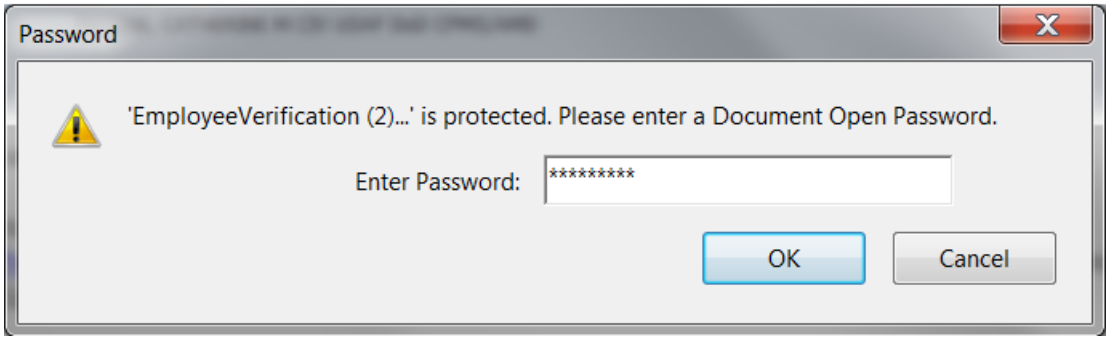


Figure 14

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