Employment Verification Tool

Are you applying for a mortgage? A loan? Leasing an apartment? If your lender needs verification of your employment, they can get it instantly, on line, when you use this new Self Service My Biz tool . . .

The new My Biz Employment Verification tool allows technicians to submit employment information to an external organization (business, bank, etc.) directly from the Defense Civilian Personnel Data System (DCPDS). The tool provides two options for type of information to send out - Employment Information or Employment and Salary Information. All information is sent via secure internet. Technicians are in complete control of who receives this information.

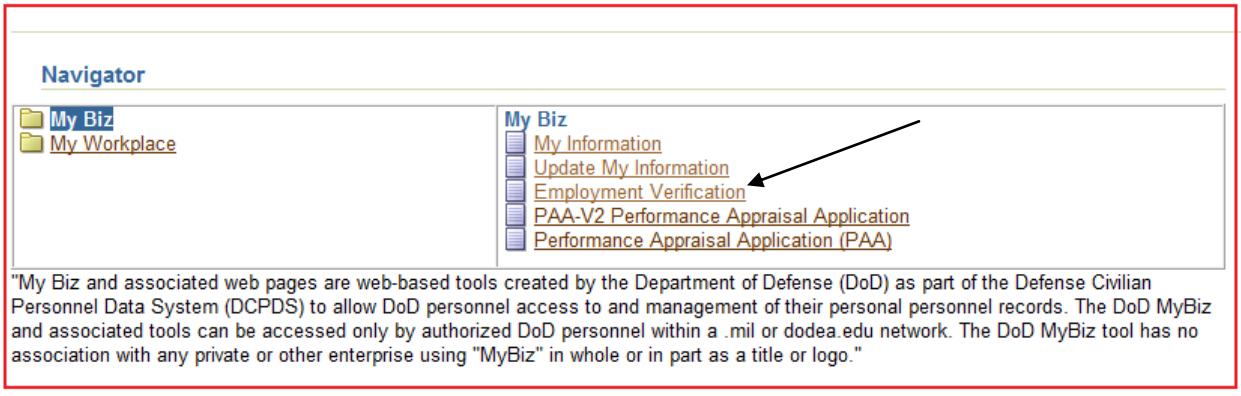
Technicians can log into their My Biz account to access the Employment Verification tool as described below.

My Biz Employment Verification Tool Instructions

My Biz Employment Verification is a Self-Service tool allowing employees to submit employment information to an external organization (business, bank) directly from DCPDS and sent via secure internet. Employees are in complete control of who receives this information.

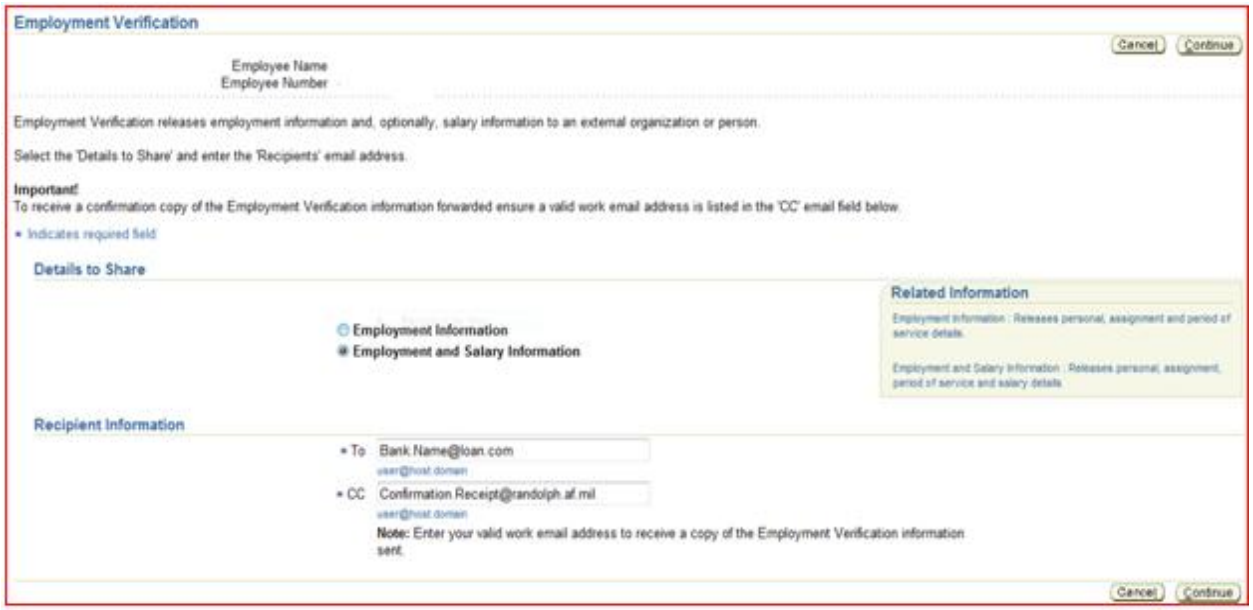
NAVIGATOR

From the Navigator page, select My Biz and then Employment Verification:



EMPLOYMENT VERIFICATION Page

There are two selections under **Details to Share** - Employment Information (Name, current date, Job, Organization, Last 4 of SSAN, Employment Status, start dates, and Rate of Pay) and Employment and Salary Information, which shows the same employment information, plus total salary.



Recipient Information allows external email addresses to be entered. If there is an email address in My Biz, (go to update My Information) it will auto populate the CC line - or another email can be entered. Both the TO and CC fields must contain a valid email format.

HINT: Always send a copy to yourself – 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.

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

Select Continue to acknowledge and submit.

EMPLOYMENT VERIFICATION – ACKNOWLEDGE AND SUBMIT Page

Recipient Information – shows the exact email addresses the employment information will be sent.

This is a good point to ensure the email addresses are correct in spelling and format, if not, select BACK.

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

☆ NOTE: At this time the salary does not display on the Acknowledge and Submit screen, under Work Telephone, but will display on the email. To review the salary prior to submitting, return to the Navigator page and select My Information, then the Salary Tab.

The BACK button can be used to return to the previous screen or CANCEL – which returns the employee back to the Navigator page.

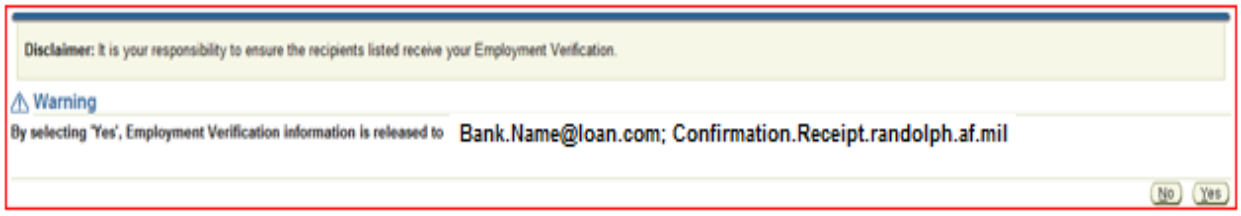
Selecting ACKNOWLEDGE AND SUBMIT will pre-position your request with a warning notice on the next screen.

WARNING

Once again, the WARNING page shows the email addresses that will receive the employment information.

Take note of the Disclaimer – it is the employee's responsibility to ensure the recipients receive the Employment Verification.

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



CONFIRMATION

This page again shows the email addresses the employment information was sent to. Check your email for the CC copy.

Email Receipt:

Below is an example of what the email result looks like. The reference number at the end is a source element that can be used to track usage.

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-----Original Message-----
From: HR Employment Verification System [mailto:mybiz_myworkplace@dcpds.cpms.osd.mil]
Sent: Wednesday, September 29, 2010 9:31 AM
To: first.last@us.army.mil
Cc: first.last@us.army.mil
Subject: Employment Verification

** This message is generated from an automated system. Please do not reply to this message! **

Employment and Salary Information

The following information is provided in response to your request for an Employment and Income
Verification.

Employee Name:

Information Current as of: 29-Sep-2010

Employer: Space and Naval Warfare Systems Command
Headquarters Address:
    FLEET ENGINEERING DEPARTMENT     RF SYSTEMS FLEET ENGINEERING DIVISION
    EHF SATCOM BRANCH
    SPAWARSYSCEN SAN DIEGO CA 92152
Division/Location: NVNV

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

Employment Status: Active
Most Recent Start Date: 17-Jun-2002
Original Hire Date: 17-Jun-2002
Total Time With Employer: 8 years 3 months 12 days

Job Title: ADMINISTRATIVE SPECIALIST
Rate of Pay: Annually
Average hours Per Pay Period: 80

Base Pay: 50871.00!
Other Income: 0.00
Total Pay: 50871.00

Overtime: 0.00
Commission: 0.00
Bonuses: 0.00

Reference Number: 39461_20100929093038
Emailed To: first.last@us.army.mil
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