

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.

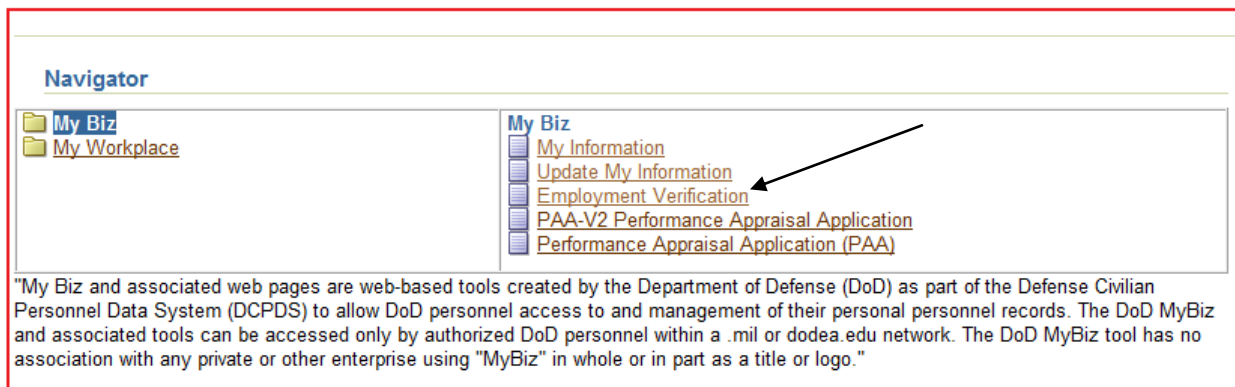
Technicians can log into their My Biz account to access the Employment Verification tool as described below.

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:



The screenshot shows a web interface titled "Navigator". On the left, there are two folder icons: "My Biz" and "My Workplace". On the right, under the "My Biz" heading, there is a list of links: "My Information", "Update My Information", "Employment Verification", "PAA-V2 Performance Appraisal Application", and "Performance Appraisal Application (PAA)". A black arrow points to the "Employment Verification" link. Below the list, there is a disclaimer: "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."

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.

Employment Verification Cancel Continue

Employee Name
Employee Number

Employment Verification releases employment information and, optionally, salary information to an external organization or person.
Select the 'Details to Share' and enter the 'Recipients' email address.

Important!
To receive a confirmation copy of the Employment Verification information forwarded ensure a valid work email address is listed in the 'CC' email field below.

- Indicates required field

Details to Share

Employment Information
 Employment and Salary Information

Related Information

Employment Information - Releases personal, assignment and period of service details.
Employment and Salary Information - Releases personal, assignment, period of service and salary details.

Recipient Information

* To: Bank Name@loan.com
user@host.domain

* CC: Confirmation Receipt@randolph.af.mil
user@host.domain

Note: Enter your valid work email address to receive a copy of the Employment Verification information sent.

Cancel Continue

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

Employment Verification -Acknowledge and Submit Cancel Back Acknowledge and Submit

Employee Name
Employee Number

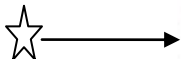
Recipient Information

To: Bank.Name@loan.com
CC: Confirmation.Receipt.randolph.af.mil

By selecting the 'Acknowledge and Submit' button, I acknowledge I am sending my employment information to the email addressees listed.

Employment and Salary

Effective Date: 28-Sep-2010
Full Name:
Job: 0340.Program Management (0340)
Organization: NEW YORK AREA CMD (NYAC) & FT HAMILTONARBAW4KAA 01
Latest Hire Date: 15-Jan-2010
Years of Service: 0.7
Work Telephone: 652-6500

 **Note:** For further information, contact your Human Resources Office (HRD).

By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Cancel Back Acknowledge and Submit

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.

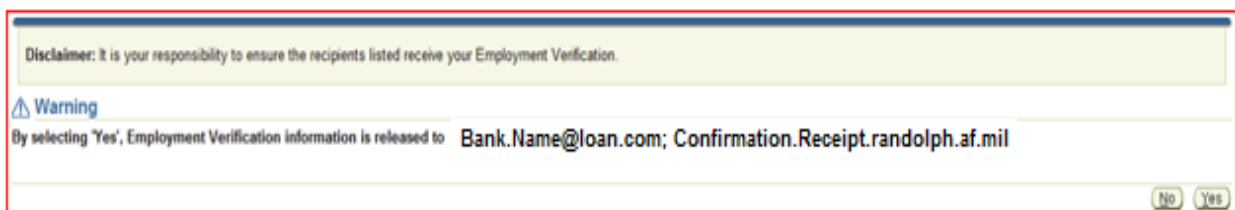
Selecting ACKNOWLEDGE AND SUBMIT will pre-position your request with a warning notice on the next screen.

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.



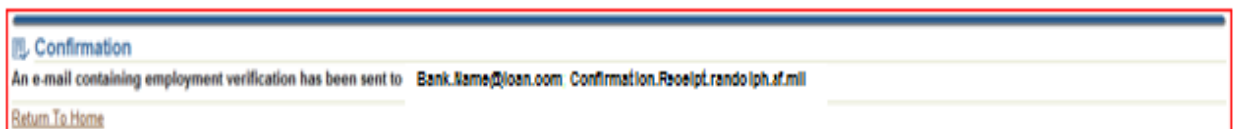
Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification.


 Warning

By selecting 'Yes', Employment Verification information is released to **Bank.Name@loan.com; Confirmation.Receipt.randolph.af.mil**

CONFIRMATION

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



 Confirmation

An e-mail containing employment verification has been sent to **Bank.Name@loan.com Confirmation.Receipt.randolph.af.mil**

[Return To Home](#)

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.

-----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
SPAWARSYSNEN 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