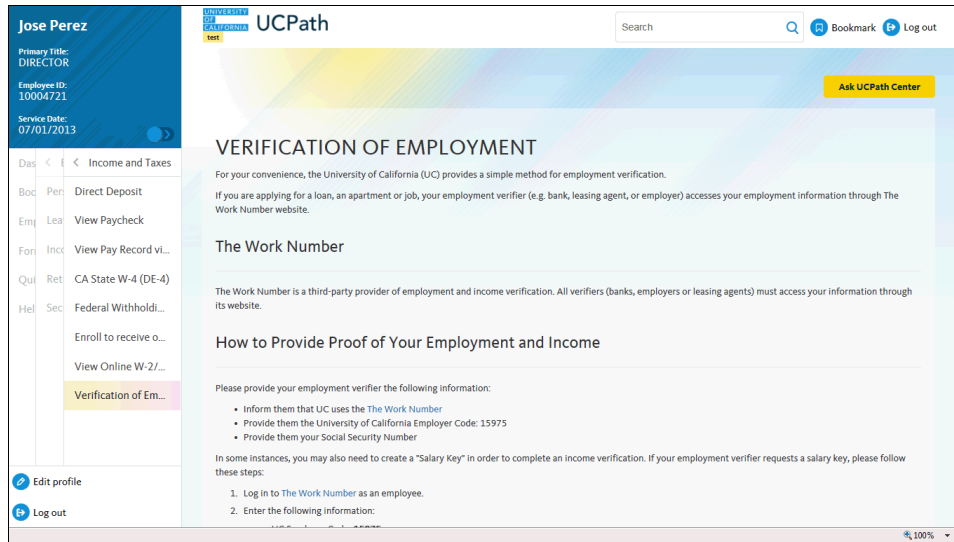


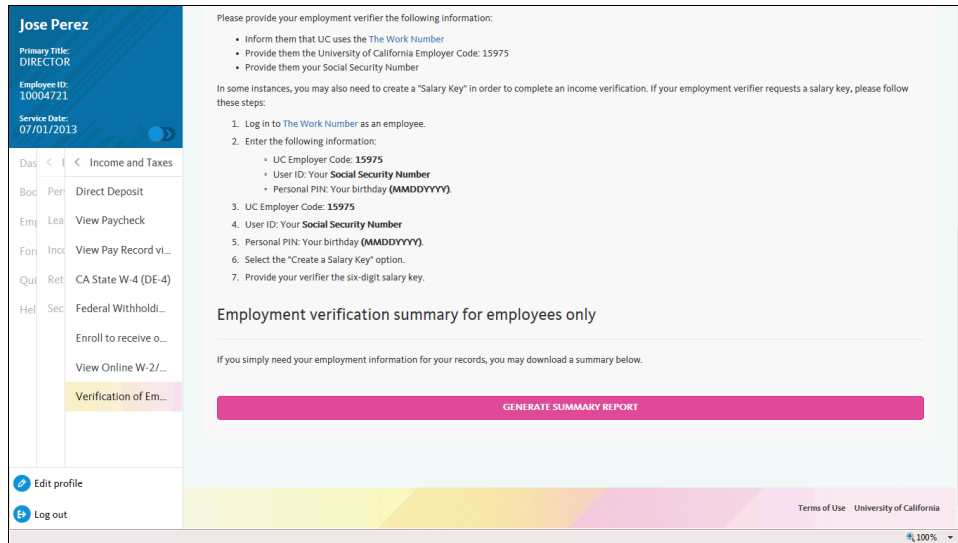
Use this task to generate your employment summary, including dates of employment and earnings.

**Menu Navigation:** Employee Actions > Income and Taxes > **Verification of Employment**

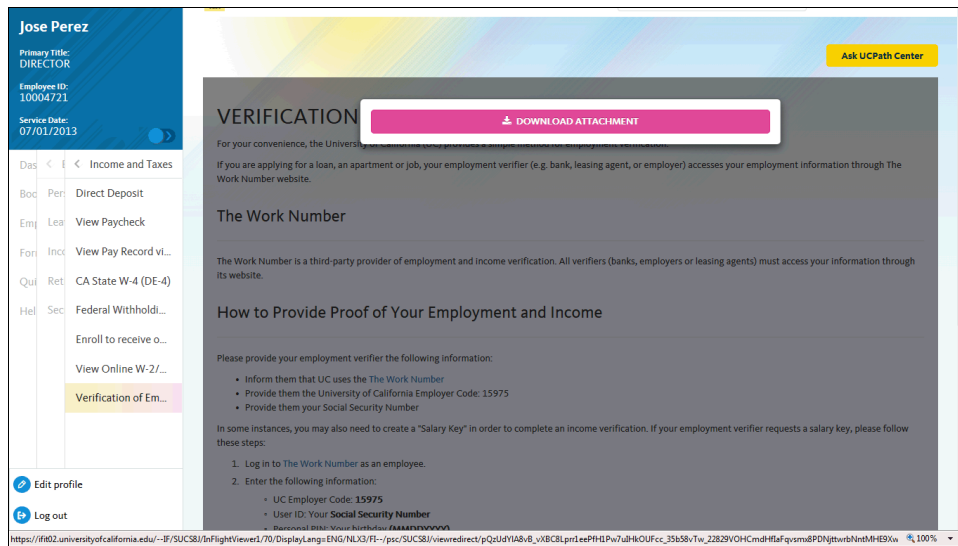
**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



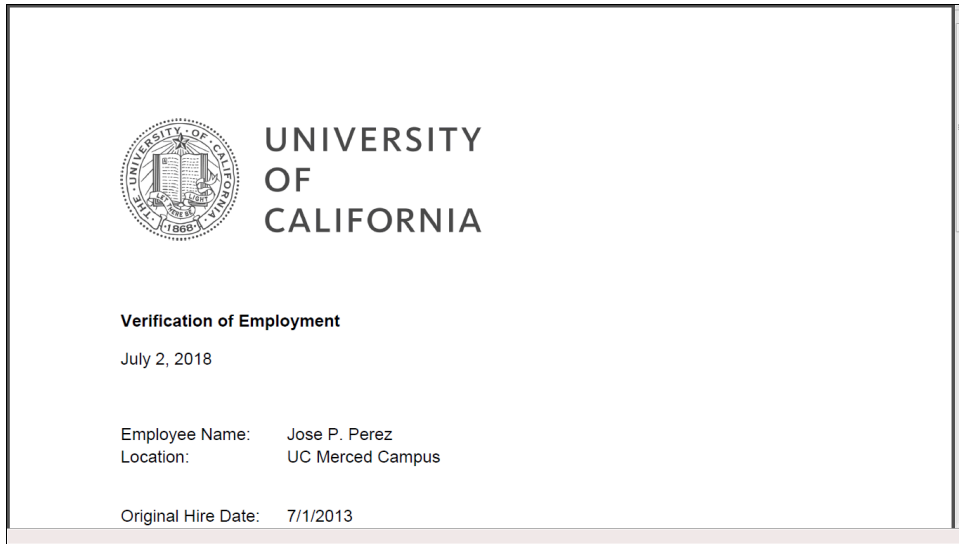
Step	Action
1.	The <b>Verification of Employment</b> page provides information about <b>The Work Number</b> , which is a third-party provider of employment and income verification. If you need verification of employment for a bank, future employer or others, follow the instructions on this page to get the information from <b>The Work Number</b> .  If you want a summary of your employment information for your own records, you can generate a one-page document from this page.
2.	Click the scroll bar.



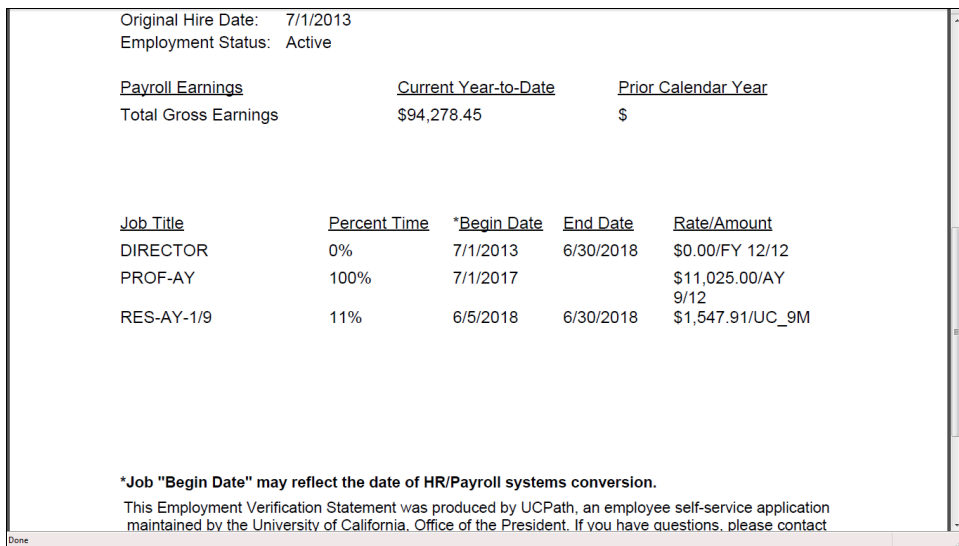
Step	Action
3.	Click the <b>Generate Summary Report</b> button.



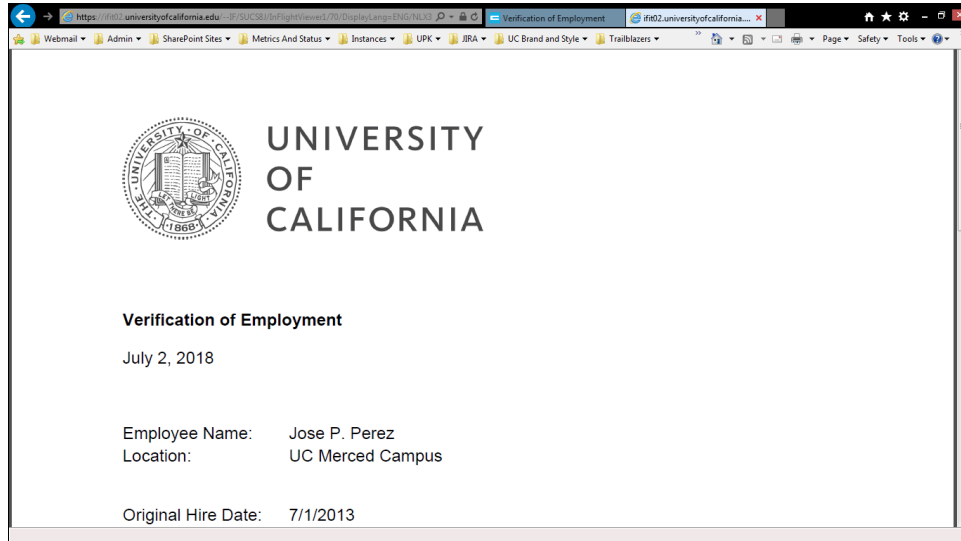
Step	Action
4.	After UCPath generates the summary, click the <b>Download Attachment</b> link.




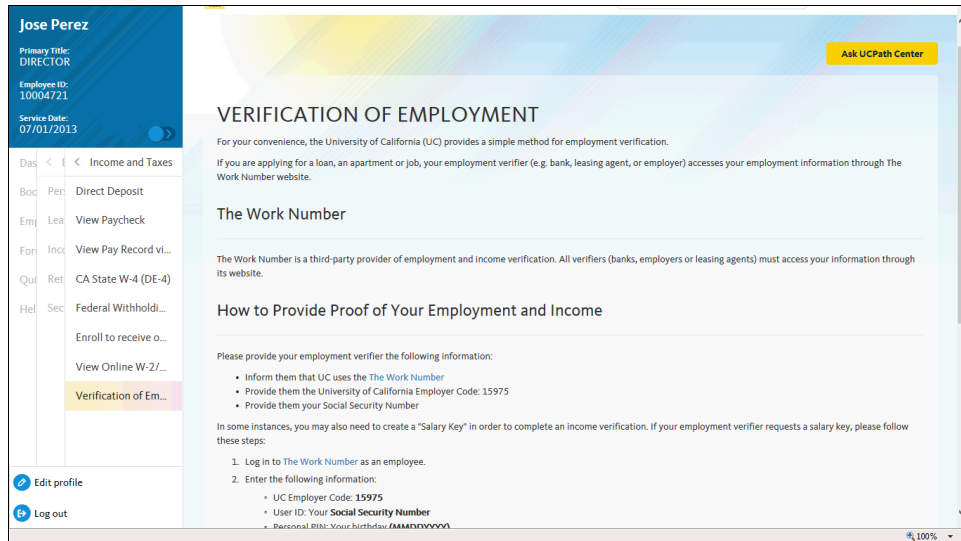
Step	Action
5.	The summary appears in a new tab in your browser as a PDF document.
6.	Click the scroll bar.



Step	Action
7.	Your original hire date and current employment status appear. Current and prior year earnings also appear. If you had no earnings in the past two years, no amounts appear. Your current UC assignment(s) also appear.  <b>Note:</b> Job <b>Begin Date</b> may reflect the date of HR/Paryoll systems conversion.
8.	You can save or print the document as needed.
9.	Click the scroll bar.



Step	Action
10.	Click the <b>Close Tab</b> button. 



Step	Action
11.	You have generated your employment summary. <b>End of Procedure.</b>