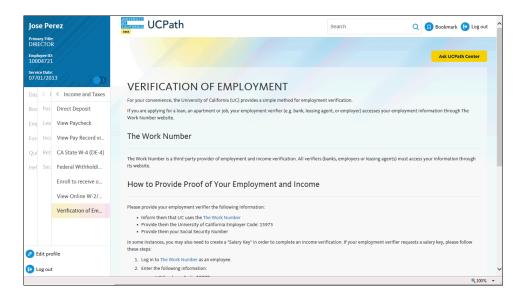


Use this task to generate your employment summary, including dates of employment and earnings.

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.

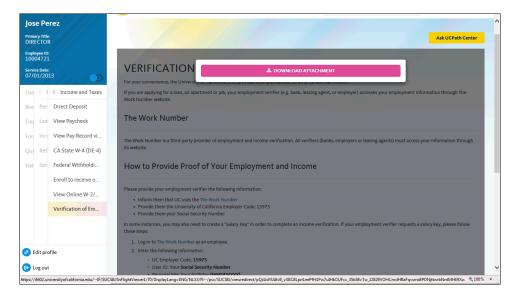


Step	Action
1.	The Verification of Employment page provides information about The Work Number , which is a third-party provider of employment and income verification. If you need verification of employment for a bank, future employer or others, follow the instructions on this page to get the information from The Work Number .
	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 Generate Summary Report button.



Step	Action
4.	After UCPath generates the summary, click the Download Attachment link.





Verification of Employment

July 2, 2018

Employee Name: Jose P. Perez Location: UC Merced Campus

Original Hire Date: 7/1/2013

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

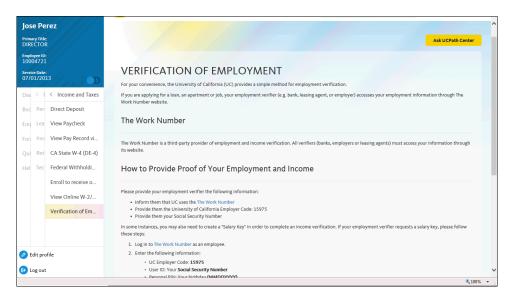
7/1/2013 Original Hire Date: Employment Status: Active Payroll Earnings Current Year-to-Date Prior Calendar Year \$94,278.45 Total Gross Earnings \$ Job Title Percent Time *Begin Date End Date Rate/Amount DIRECTOR 7/1/2013 6/30/2018 \$0.00/FY 12/12 PROF-AY 100% 7/1/2017 \$11,025.00/AY 9/12 \$1,547.91/UC_9M 6/5/2018 6/30/2018 RES-AY-1/9 11% *Job "Begin Date" may reflect the date of HR/Payroll systems conversion. This Employment Verification Statement was produced by UCPath, an employee self-service application maintained by the University of California, Office of the President. If you have questions, please contact

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. Note: Job Begin Date may reflect the date of HR/Paryoll systems conversion.
	140te. Job Begin Date may reflect the date of The aryon systems conversion.
8.	You can save or print the document as needed.
9.	Click the scroll bar.





Step	Action
10.	Click the Close Tab button.
	×



Step	Action
11.	You have generated your employment summary.
	End of Procedure.