

# Previous Employment Verification Guide

## For former employees who separated prior to 2020

Welcome!

This PDF guide walks through how to request Previous Employment Verification from UC Santa Cruz.

1. To begin, you will need to navigate to Payroll's webpage.

([https://financial.ucsc.edu/Pages/Payroll\\_Dept.aspx](https://financial.ucsc.edu/Pages/Payroll_Dept.aspx))

2. Scroll down to the "Guides" section on the right side and click "Employment Verification and Records Request".

**Financial Affairs** sneese@ucsc.edu

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### Payroll Department

**Objective**

The Payroll Office's mission is to serve the University's diverse customer base, in collaboration with The UCPath Center, to provide accurate and timely compensation to all staff, faculty, and student employees in an efficient manner.

In serving our campus community, we monitor and maintain procedural integrity and compliance with Local, State, and Federal agencies, Collective Bargaining Agreements, University policies, and accounting accuracy.

**Payroll Is Responsible For The Following Services**

- Administration of personnel actions and pay adjustments for staff and student employee records in UCPath
- Position Management
- Student employment facilitation
- Timekeeping for all non-academic staff and student employees
- Auditing of Payroll processing, tax and deductions
- Policy and Labor Compliance
- Payroll Reporting
- Glacier Administration
- SuperUser and Departmental Support

**Help Contacts**

Payroll Staff Contacts

**Mailing Address:**  
Payroll Operations  
Univ of California Santa Cruz  
1156 High St  
Santa Cruz, CA 95064

**Office Location:**  
100 Enterprise Way  
Scotts Valley, CA 95066

**Intercampus Mailstop:**  
Accounting

**Hours:**  
Monday-Friday 9:00 AM - 12:00 PM

**Help Line: (831) 459-2488**  
**Fax: (831) 401-2354**

**Verification of Employment:**  
Fax: (831) 401-2302

**Email Contacts:**  
General Employee Help: [payhelp@ucsc.edu](mailto:payhelp@ucsc.edu)

HR/Division Incorrect Pay and Transaction Support: [payerr@ucsc.edu](mailto:payerr@ucsc.edu)

GLACIER Support [glacierhelp@ucsc.edu](mailto:glacierhelp@ucsc.edu)

Garnishment (UCPath Center) [ucpath@universityofcalifornia.edu](mailto:ucpath@universityofcalifornia.edu)

**Payroll Tutorial Videos**

[View Payroll Tutorial Videos](#)

**Video Topics Include:**

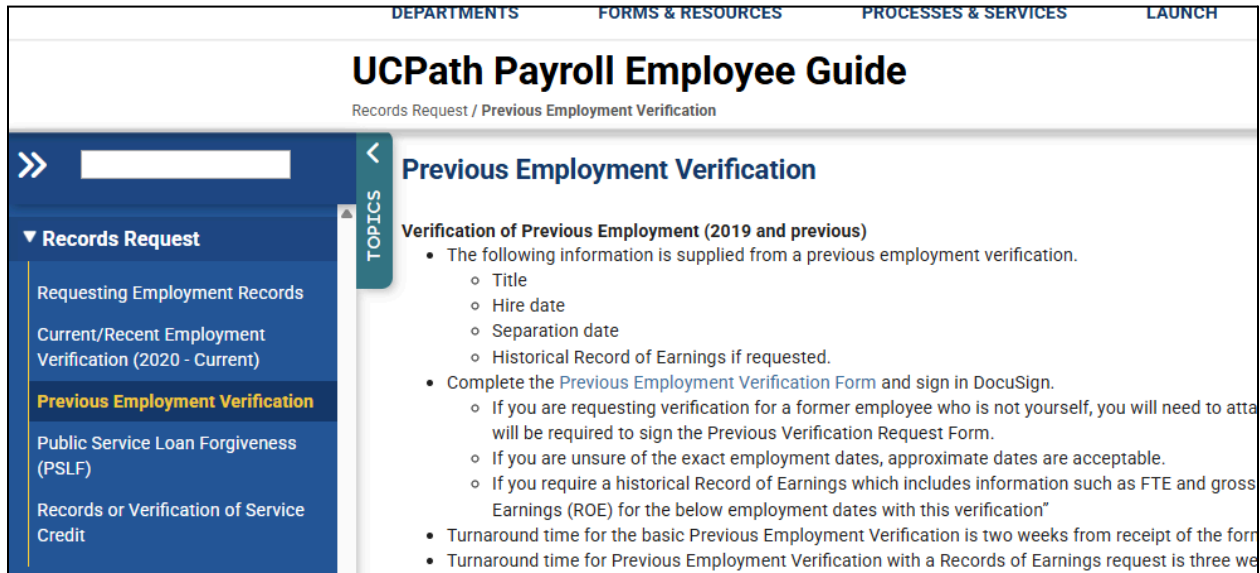
- Paystubs and Earning Statements
- Updating SSN in UCPath
- Updating Information in UCPath
- Updating W-4 in UCPath
- Updating Direct Deposit in UCPath
- Request Employment Verification

**Guides**

- Employee Pay with UCPath
- **Employment Verification and Records Request**
- GLACIER Guide
- Payroll Coordinator Guide
- Payroll Employee Guide

**Quick Links**

3. For verification of an historical position that ended prior to 2020, select “Previous Employment Verification” from the side menu.



If you are currently employed, or have been actively employed after 2020, please select “Current/Recent Employment Verification (2020 - Current)” for verification options instead.

4. Complete the Previous Employment Verification Web Form linked on this page to begin your verification.

The link will open a web form. Start by selecting if you are making this request for yourself or someone else.

The screenshot shows the 'Previous Employment Verification' web form. The title is 'Previous Employment Verification'. Below the title is a section titled 'Submit Instructions' with four steps: 'Step 1: Fill recipient information', 'Step 2: Email Notification and Access', 'Step 3: Filling, Signing and Submitting', and 'Step 4: What to expect when finished'. Below the instructions is a section titled 'I am requesting employment verification for' with two buttons: 'MYSELF' and 'SOMEONE ELSE'. The 'MYSELF' button is highlighted with a yellow border. At the bottom of the form, it says 'UC SANTA CRUZ DocuSign enabled form'.

If you are requesting verification of someone else's employment, you will need to attach a signed Information Release Form OR the former employee will be required to sign the Previous Verification Request Form via DocuSign.

**Did Former Employee Provide a Signed Information Release Form?**

Please Select

- Please Select
- Yes, release form will be required as an attachment in DocuSign**
- No, former employee will sign this form in DocuSign

Complete the required information.

If you are a third party requesting verification of someone else's employment you will need to provide your own contact information as well as the former employee's name and email. The former employee will receive a copy of the verification.

**Submit Instructions**

- ▶ Step 1: Fill recipient information
- ▶ Step 2: Email Notification and Access
- ▶ Step 3: Filling, Signing and Submitting
- ▶ Step 4: What to expect when finished

**Former Employee Information**

First Name  Last Name  Email

Confirm your submission to generate the DocuSign request form.

**Financial Affairs - Confirm Submit**

Clicking confirm will generate an email invitation to begin the signing process on our DocuSign eSignature platform.

Additional recipients will receive their email invitations in sequence when it is their turn to sign.

## 5. Review and sign the DocuSign sent to the email you provided.

Complete all required fields and signatures.

If you require a historical Record of Earnings which includes information such as FTE and gross earnings, check the box indicating “Please include a Record of Earnings (ROE) for the below employment dates with this verification”

**Section 1: Requestor Information**

Reason for Request:

Please include a Record of Earnings (ROE) for the below employment dates with this verification.

Requestor Name:  Company:

Select the Return Method that works best for you. Return via DocuSign is the default method and a copy will be sent via DocuSign automatically. If you select an additional method, a copy will be sent as requested.

**Return Request Method**

-- select --  
DocuSign (default)  
Mailing Address  
Fax Number

**Section 2: Employee Information**

You will be required to enter the former employee’s SSN and dates of employment. If you are unsure of the exact employment dates, approximate dates are acceptable.

Click ‘Finish’ to Submit your request.

## 6. After signing and finishing the form, it will be routed to the former employee for signing (if required) and then to our Payroll Verification team for completion.

-If a signed Information Release form has been attached, the former employee will not need to sign but will receive a copy.

-You will receive a copy of the completed form via DocuSign and your selected return method (if different).

## 7. Where to get help?

If you have questions about verification or payroll records, please connect with the Santa Cruz Verification team at [payvov@ucsc.edu](mailto:payvov@ucsc.edu).

**It is important that you do not send PII, personal identifying information, by email. Please do not send any organization emails containing whole or part of social security numbers or birth dates either in the body of the email or on an attached document. This is for your own security.**