



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

My Biz Self Service HR **EMPLOYMENT VERIFICATION** for Current Employees **USER GUIDE**

Enterprise HR Information Systems
<http://www.cpms.osd.mil/>





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INTRODUCTION

Self Service provides Appropriated Fund (APF) and Nonappropriated Fund (NAF) employees the valuable functionality to request and send Employment Information to a Recipient (Lender, Bank, etc). directly from the data source, Defense Civilian Personnel Data System (DCPDS). The information consists of employment only or employment and salary information. Employees can preview information on the screen before they complete the transaction. The Recipient receives a password protected attachment, and the employee receives the password. The employee must provide the password to the Recipient. There is no limit to the number of verifications an employee can submit. The following pages depict step-by-step guidance of this enhanced functionality.

ACCESSING EMPLOYMENT VERIFICATION

Log into Self Service, My Biz and from the *Navigator* screen, select *Employment Verification* (Figure 1). This function allows employees to select and send their employment and/or salary information via email to an external Recipient.

Note: All screens are the same for APF and NAF except for the Employment and Salary Information selection. NAF salary information provides for Average Hours Per Pay Period and Base Pay as opposed to APF providing Total Pay and Total Pay year-to-date (YTD).

PRIVACY ACT STATEMENT

Before the employee can access any personal information, they must *Accept* the Privacy Act Statement (Figure 2).

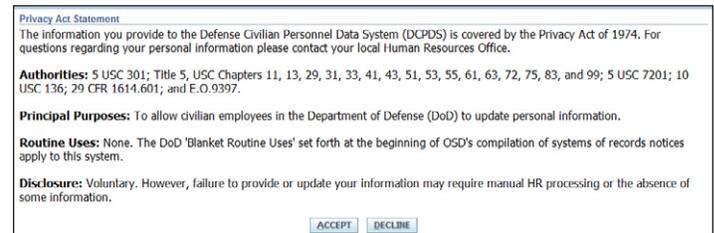


Figure 2. Privacy Act Statement

EMPLOYMENT VERIFICATION PAGE

There are three sections on the **Employment Verification** page (Figure 3);

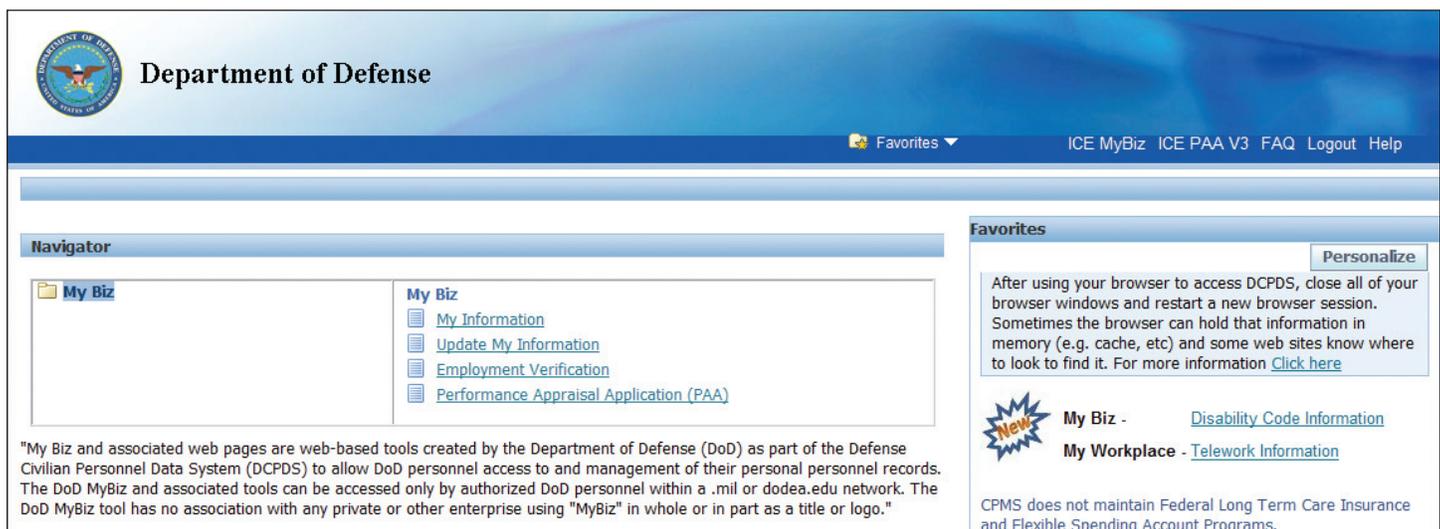


Figure 1. Navigator Screen



Figure 3. Employment Verification Page

Sections

1. *Employee Information*; provides important 'need to know' information about the email requirements for this functionality.
2. *Select Information to Send*; select either *Employment Information* or *Employment and Salary Information*. Definitions of each are in the box on the right labeled *Related Information*.
3. *Recipient Information*; the *To* Recipient is used for the external email address of the bank, lender, etc. *My Email* is the employee email address where the password will be sent.

The *Note* below *My Email* explains the email process in detail.

Select *Continue* at the bottom right to preview the employment information and to move on to *Acknowledge and Submit*.

If *Cancel* is selected, the request is aborted in its entirety and the *Navigator* screen will display again (*Figure 1*).

EMPLOYMENT VERIFICATION - ACKNOWLEDGE AND SUBMIT

There are three sections to the **Employment Verification - Acknowledge and Submit** page and four options (*Figure 4*);

Sections

1. *Employee Information*; identifies the employee by name and number.
2. *Recipient Information*; shows the email addresses entered from the previous page,

Employee Information

Employee Name
 Employee Number

Recipient Information

To
 My Email
 Reference Number **281757_20120402125325**

By selecting the 'ACKNOWLEDGE and SUBMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the internet.

Preview

Information Current as of	02-Apr-2012
Employer	Defense Logistics Agency
Headquarters Address	DEFENSE SUPPLY CENTER COLUMBUS COMMANDER SMALL BUSINESS OFFICE CA DU
Duty Station	WHITEHALL / FRANKLIN / OHIO
Social Security Number (last 4-digits only)	
Employment Status	Active
Most Recent Start Date	31-Oct-2005
Original Hire Date	31-Oct-2005
Total Time With Employer	6 years 5 months 2 days
Job Title	PROCUREMENT TECHNICIAN
Rate Of Pay	Annually
Average Hours Per Pay Period	80
Total Pay	\$42,987.00
Total Pay YTD	\$40,187.98

Note: For further information, contact your Human Resources Office (HRO).
 By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Figure 4. Employment Verification - Acknowledge and Submit Page with APF Employee Information Preview

the Reference Number of the transaction and an information disclaimer.

3. *Preview*; Displays the employment information and/or salary information as selected from the previous page.

Options

1. *Print Receipt*; (a new feature as of 11 March 2012) allows employees to print or save a PDF copy (Figure 5) of their employment verification information by selecting the print receipt button as indicated above.
2. *Cancel*; if selected, the request is aborted in its entirety and the Navigator screen will display again (Figure 1).

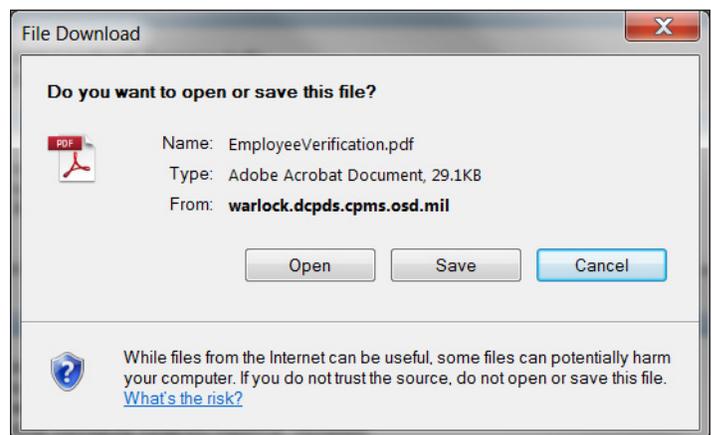


Figure 5. Option to Open for Print or Save a PDF Copy

3. *Back*; will return to the previous page (Figure 3).
4. *Acknowledge and Submit*; select to continue with the request.



The PDF copy the employee prints or saves is exactly the same as what the Recipient will receive, minus the email address on the “emailed to” line (Appendix: Figures A-1 and A-2).

Preview Screens for APF and NAF

The *Preview* screen for APF salary information provides Total Pay and Total Pay YTD (Figure 4), as opposed to NAF salary information, which displays Average Hours Per Pay Period and Base Pay (Figure 6).

After printing or saving a copy, select *Acknowledge and Submit*, and read the initial *Confirmation* statement to ensure the email addresses are correct (Figure 7).

Select *No* or *Yes*.

- Selecting *No* will return the user back to the **Employment Verification** page (Figure 3).
- Selecting *Yes* will display the *Consent to Release Personally Identifiable Information (PII)* statement (Figure 8).
 - Selecting *No* will return the user back to the **Employment Verification** page (Figure 3).
 - Selecting *Yes* will open the final **Confirmation** page (Figure 9).

The request is complete. The secure employment information document is sent to the Recipient and the password is sent to the employee in an email that the employee provides to the Recipient.

Employment Verification - Acknowledge and Submit

Print Receipt Cancel Back Acknowledge and Submit

Employee Information

Employee Name
Employee Number

Recipient Information

To
My Email
Reference Number 306541_20120402122900

By selecting the 'ACKNOWLEDGE and SUBMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the internet.

Preview

Information Current as of	02-Apr-2012
Employer	U.S. Army Installation Management Command
Headquarters Address	MORALE WELFARE RECREATION FUND GYM-PHYSICAL FITNESS/AQUATIC TRAINING
Duty Station	FORT BRAGG / CUMBERLAND / NORTH CAROLINA
Social Security Number (last 4-digits only)	██████
Employment Status	Active
Most Recent Start Date	24-Jun-2006
Original Hire Date	24-Jun-2006
Total Time With Employer	5 years 9 months 9 days
Job Title	RECREATION ASSISTANT (FACILITIES OPERATOR)
Rate Of Pay	Hourly
Average Hours Per Pay Period	at least 80
Base Pay	\$13.17

Note: For further information, contact your Human Resources Office (HRO).
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Print Receipt Cancel Back Acknowledge and Submit

Figure 6. Employment Verification - Acknowledge and Submit Page with NAF Employee Information Preview

Department of Defense

Navigator Favorites ICE My Biz ICE PAA V3 FAQ Home Logout

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

Confirmation

By selecting "Yes" your Employment Verification will be sent in a password protected PDF document to [redacted]. A second email containing the computer generated password will be sent to you at [redacted]. You are responsible for providing the password to the intended recipient so the document can be viewed.

No Yes

ICE My Biz ICE PAA V3 FAQ Home Logout

Privacy Statement

Figure 7. Confirmation Statement Page (initial)

Department of Defense

Navigator Favorites ICE My Biz ICE PAA V3 FAQ Home Logout

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

Confirmation

By selecting "Yes" your Employment Verification will be sent in a password protected PDF document to [redacted]. A second email containing the computer generated password will be sent to you at [redacted]. You are responsible for providing the password to the intended recipient so the document can be viewed.

Consent to Release Personally Identifiable Information (PII)

In requesting employment and/or salary verification be provided to the recipient identified in this request, I hereby consent to the release to the recipient of the personally identifiable information (PII) required to verify my employment and/or salary, as the case may be.

No Yes

ICE My Biz ICE PAA V3 FAQ Home Logout

Privacy Statement

Figure 8. Confirmation Statement Page (initial) displaying Consent to Release Personally Identifiable Information (PII) Statement

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Confirmation

An e-mail containing employment verification has been sent to [redacted]

Depending on email traffic at your location, delivery of the Employment Verification emails should be within 15 minutes. Please keep in mind if your email box is full, you will not receive the email. If you did not receive the email notification within 15 minutes and your email box is not over the size limit, submit once more. If that is still unsuccessful, please contact your Component's Help Desk - the Contact list is available on the DCPDS Portal Page.

[Return To Home](#)

No Yes

ICE MyBiz ICE PAA V3 FAQ Home Logout

Privacy Statement

Figure 9. Confirmation Page (final)



APPENDIX: EXAMPLES OF EMPLOYMENT VERIFICATION DOCUMENT



Employment Verification

This document contains personally identifiable information. As the recipient of this information, you are responsible and legally accountable for safeguarding this product in accordance with any applicable national, state or provincial, or local laws that pertain to the protection of personally identifying information at your location.

Employment and Salary Information

Dear Sir or Madam,

The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 281757_20120402130444.

Employee Name: [REDACTED]

Information Current as of: 02-Apr-2012

Employer: Defense Logistics Agency

Headquarters Address:

DEFENSE SUPPLY CENTER COLUMBUS

COMMANDER

SMALL BUSINESS OFFICE CA DU

Duty Station: WHITEHALL / FRANKLIN / OHIO

Social Security Number (last 4-digits only):

Employment Status: Active

Most Recent Start Date: 31-Oct-2005

Original Hire Date: 31-Oct-2005

Total Time With Employer: 6 years 5 months 2 days

Job Title: PROCUREMENT TECHNICIAN

Rate of Pay: Annually

Average hours Per Pay Period: 80

Total Pay: \$42,987.00

Total Pay YTD: \$40,187.98

Emailed To: [REDACTED]

Figure A-1. APF Employment Verification Document with Both Employment and Salary Information



Employment Verification

This document contains personally identifiable information. As the recipient of this information, you are responsible and legally accountable for safeguarding this product in accordance with any applicable national, state or provincial, or local laws that pertain to the protection of personally identifying information at your location.

Employment and Salary Information

Dear Sir or Madam,

The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 306541_20111216150028.

Employee Name: [REDACTED]

Information Current as of: 16-Dec-2011

Employer: U.S. Army Installation Management Command

Headquarters Address:

MORALE WELFARE RECREATION FUND

GYM-PHYSICAL FITNESS/AQUATIC TRAINING

Duty Station: FORT BRAGG / CUMBERLAND / NORTH CAROLINA

Social Security Number (last 4-digits only):

Employment Status: Active

Most Recent Start Date: 24-Jun-2006

Original Hire Date: 24-Jun-2006

Total Time With Employer: 5 years 5 months 22 days

Job Title: RECREATION ASSISTANT (FACILITIES OPERATOR)

Rate of Pay: Hourly

Average hours Per Pay Period: at least 80

Base Pay: \$13.17

Emailed To: [REDACTED]

Figure A-2. NAF Employment Verification Document with Both Employment and Salary Information



Bank



<https://extranet.apps.cpms.osd.mil/>