

University of California, Office of the President
Request for Verification of Previous Employment

For University of California, California State University or State of California Employment

TO:

Attention: _____

Employer: _____

Address: _____

Fax: _____

Please return form to:

UCOP–Business Resource Center-PAYROLL

1111 Franklin Street, 9th Floor

Oakland, CA 94607 FAX: **510-287-3840**

Contact: _____

Phone: _____

EMPLOYEE: Complete this section

I am currently working at the University of California, Office of the President and need verification of my previous University of California, California State University or State of California Employment Service. This verification is required to establish my vacation* leave accrual rate at UCOP. Your prompt response is appreciated.

My signature below serves to authorize the release of the information requested to the University of California, Office of the President. **PLEASE PRINT:**

Last Name First Name Maiden/other names used/Year Telephone Number

Employee Signature Date of Birth Signature Date

Were you employed as: STAFF _____ MEDICAL CENTER _____ ACADEMIC _____

Last Department Worked/Location: _____

IMPORTANT: Were you hired in or before 1976 by the UC system?

YES

NO

Employment Service Verification

To be completed by the University of California or State of California agency authorized to provide the following employment service verification.

Employment Date

Separation Date

YEARS _____ **MONTHS** _____ **TOTAL QUALIFYING SERVICE CREDIT.** *A month of **pay status at 50% time or more** is counted as a month of qualifying service. Service need not be continuous to be counted.*

SICK LEAVE BALANCES THROUGH LAST DAY ON PAY STATUS _____

Completed by (print): _____

Title: _____

Telephone Number: _____

email address: _____

Signature: _____

Date: _____

PLEASE NOTE: * Service credit calculations for vacation leave accrual rates are **not** the same as calculations for retirement service credit, or used to determine layoff seniority. Refer to the Benefits Office for questions on retirement service credit.