

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

Attention: _____	Please return form to: UCOP Local HR - Payroll 1111 Franklin St, 9 th Flr. Oakland, CA 94607
Employer: _____	
Address: _____	
Fax: _____	Contact: _____
	Phone: _____
	email: HRPayroll@ucop.edu

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's Signature	_____ Date of Birth	_____ Signature Date	
Were you employed as: Staff: _____ Medical Center: _____ Academic: _____			
Last Department Worked: _____			

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 <u>qualifying</u> service. Service need not be continuous to be counted.	
Completed by: _____ Please Print name	_____ 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.