Employment Verification Online Instructions
(These instructions are for Montgomery County Government Employees Only)

Login using your Single Sign-On account
1. Click on Employee Self-Service

2. Click on Employment Verification
Use the Employment Verification function to release employment information and, optionally, salary information to an external organization or person. Select the type of information to release and enter the recipient details.

<table>
<thead>
<tr>
<th>Details to Share</th>
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<td><strong>1. Select Employment Information or Employment and Salary Information.</strong></td>
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<th>Recipient Information</th>
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<td><strong>2. Enter recipient email</strong></td>
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**Related Information**
- Employment Information: Releases personal assignment and period of service details.
- Employment and Salary Information: Releases personal, assignment, period of service and salary details.

**Access Restrictions**
The recipient can access the information until the given number of days or visits is reached, whichever comes first.
Depending on your selection in the **Details to Share** section (page 3), you will get the preview of the Employment Information or Employment and Salary Information letter. You can always go back and change your selection before submitting your request.
To minniemouse@gmail.com
Expires in Days 5
Vests 5

In response to your Verification of Employment request, the following information is provided:

Effective Date: 21-Oct-2016
Full Name: Duck, Donald
Department: DOT 50
Position: 004045/Administrative Specialist III/000150/FT/P.
Underfilled? No
Rated hire date: 11-May
Annual Salary: $61,032.80
Currency: US Dollar

The employee's annual base salary is provided above. The following, if applicable, can be obtained by viewing the employee's bi-weekly pay slips and prior year Federal W-2 forms:

- Salary information for current pay differentials and overtime
- Year-to-date earnings
- Prior Year earnings

Overtime, or continuation of overtime, is determined by workload, availability of personnel, and available budget funds in each department. We do not know how often overtime will occur or how much will be necessary.

If the employee has an underfilled job title displayed above, this reflects their actual job title and the employee is underfilling the position. If the underfilled field is blank, the employee is at budget level.

Satisfactory job performance determines eligibility for a service increment, which, if granted, is awarded on the employee's anniversary date (until such employee has reached the top of the pay scale for the employee's grade). An employee's salary may not exceed the maximum of the assigned grade.

This office does not maintain the records of hours worked by employees. We do not maintain employee timecards.

Montgomery County Government
Office of Human Resources
Records Management
Employment.Verification@montgomerycountymd.gov
Warning
Do you want to release information to minniemouse@gmail.com?

1. Verify the email address

To reduce delivery problems, please check the email address.

2. Click Yes

Confirmation
An e-mail containing access information has been sent to minniemouse@gmail.com.

An e-mail is sent to recipient with details on how to access the information. The information is accessible for 5 visits in 5 days.

Return To Home
The system will send a confirmation email to the MCG employee email account.