

Employment Verification Online Instructions

(These instructions are for Montgomery County Government Employees Only)

Login using your Single Sign-On account

AccessMCG

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Welcome to Montgomery County, Maryland - Single Sign On

User Name:

Password:

Log In

Forgot Password? **My Account**

Unlock My Account **Change My Password**

accessMCG
application portal

Copyright © 2012-2013 Montgomery County, MD. This software is based on the OpenSSO/OpenAM. Unauthorized access is prohibited and punishable by law. This is a Montgomery County, MD information system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for disqualification. Falsifying county information access, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by law as appropriate.

Worklist

Full List

From	Subject	Sent
------	---------	------

There are no notifications in this view.

- ✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
- ✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator

1. Click on Employee Self-Service

Personalize

- 📁 **MCG HR Employee Self-Service**
- 📁 [MCG HR iRecruitment Employee](#)
- 📁 [MCG HR iRecruitment Rater](#)

MCG HR Employee Self-Service

- 📄 [Personal Information](#)
- 📄 [Emergency Contacts](#)
- 📄 [My Information](#)
- 📄 [Employee Appraisal](#)
- 📄 [Allocated Checklist](#)
- 📄 [Self-Service Benefits](#)
- 📄 [Payslip](#)
- 📄 [Tax Forms](#)
- 📄 [Employee W-2](#)
- 📄 [Employment Verification](#)
- 📄 [Total Compensation](#)

2. Click on Employment Verification



Employment Verification

Employee Name **Duck, Donald**
Organization Email Address noreply@mcgov.org

Employee Number
Business Group **Montgomery County MD**

[Cancel](#) [Continue](#)

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.

* Indicates required field

Details to Share

1. Select Employment Information or Employment and Salary Information.



- Employment Information
- Employment and Salary Information

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

Recipient Information

* To

Please enter the recipient email



2. Enter recipient email

* Expires in

Days

* Visits


Access Restrictions

The recipient can access the information until the given number of days or visits is reached, whichever comes first.

[Cancel](#) [Continue](#)



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.

 **MONTGOMERY COUNTY** MARYLAND
MCG HR Employee Self-Service

Employment Information Sample Letter

Navigator Favorites Home Logout Preferences Help

Employment Verification

Employee Name **Duck, Donald** Employee Number
Organization Email Address noreply@mcgov.org Business Group **Montgomery County MD**

Recipient Information

To **minniemouse@gmail.com**
Expires in Days **5**
Visits **5**

Employment

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
Latest Hire Date

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.

Montgomery County Government
Office of Human Resources
Records Management
Employment.Verification@montgomerycountymd.gov

Click Submit

Cancel Back Submit

Home Logout Preferences Help

Privacy Statement



Employment and Salary Information Sample Letter

Employment Verification

Cancel Back Submit

Employee Name **Duck, Donald**
Organization Email Address noreply@mcgov.org

Employee Number
Business Group **Montgomery County MD**

Recipient Information

To **minniemouse@gmail.com**
Expires in Days **5**
Visits **5**

Employment and Salary

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
Latest Hire Date **11-May**
Annual Salary
Currency **US Dollar**

The employee's annual base salary is provided above. The following, if applicable, can be obtained by viewing the employee's biweekly 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 continuance 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

Click Submit



Cancel Back Submit



Disclaimer: The sending organization does not accept responsibility if the recipient is unable to access the information because of system downtime or other technical issues.

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



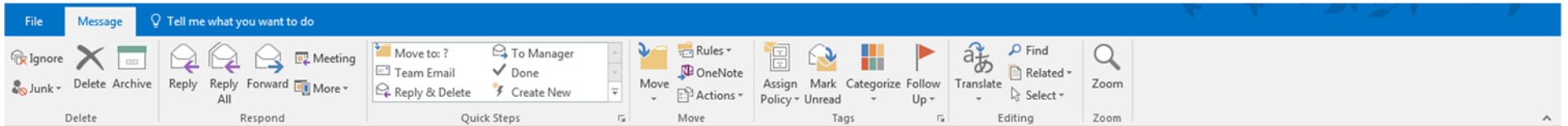
Confirmation

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.



Wed 10/26/2016 2:14 PM
 MCG Oracle EBS <noreply@app.montgomerycountymd.gov>
FYI: Employment Information for Duck, Donald
To Duck, Donald

[Bing Maps](#)

From Montgomery County Government - Employment Verification
To Duck, Donald
Sent 26-OCT-2016 14:12:19
ID 10659772

This notification is to inform you that your requested employment verification has been completed and sent to minniemouse@gmail.com

Office of Human Resources
Montgomery County Government
101 Monroe Street, 7th Floor
Rockville, MD 20850