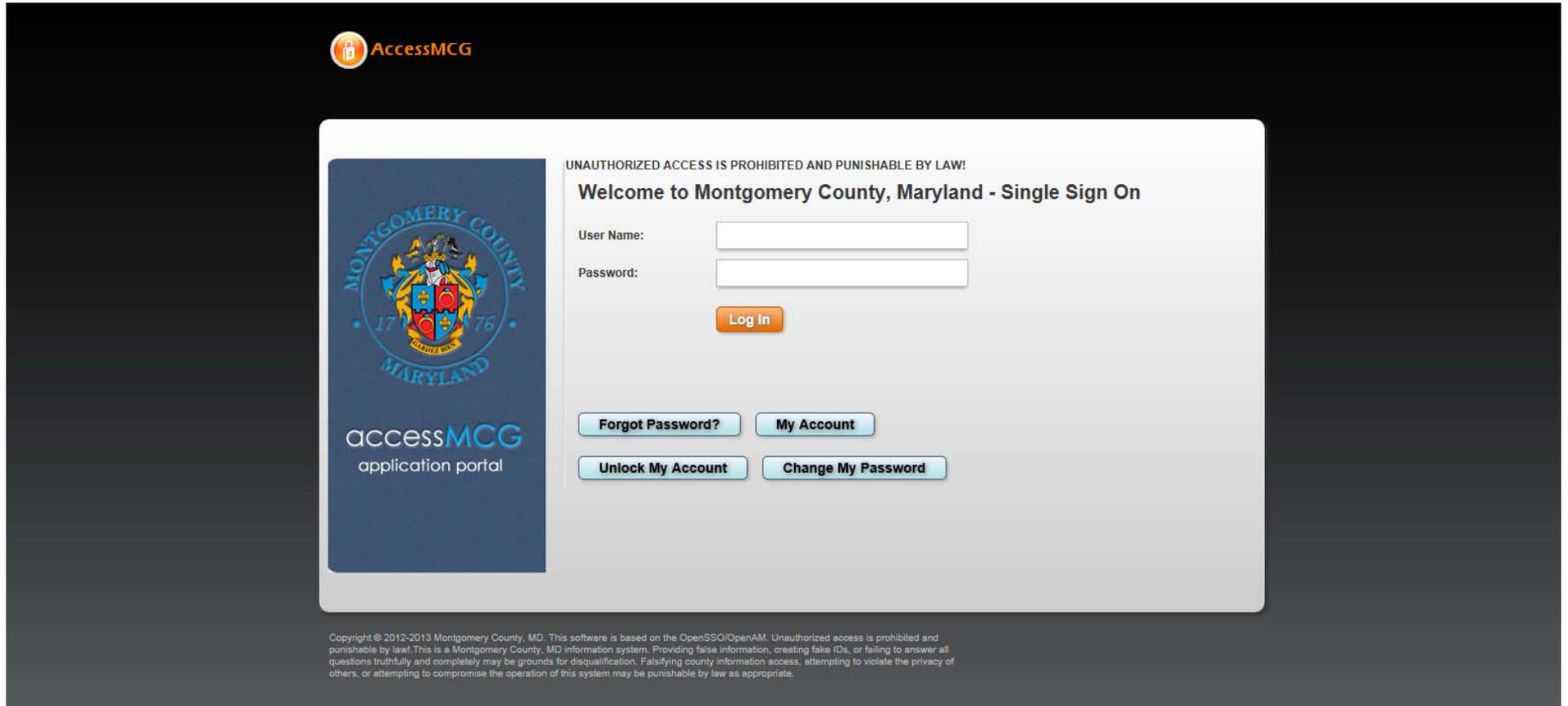# Employment Verification Online Instructions
(These instructions are for Montgomery County Government Employees Only)

Login using your Single Sign-On account

Oracle Applications Home Page

Worklist

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

MONTGOMERYCOUNTY MARYLAND

Navigator ▼   Favorites ▼   Home Logout Preferences Help

⊗ **Error**
  Reply To - Please enter user@app.montgomerycountymd.gov in the Reply To field

Employment Verification

Cancel   Continue

Employee Name
Organization Email Address noreply@mcgov.org

Employee Number
Business Group **Montgomery County MD**

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

2. Enter recipient email

* To [   ] ⬅
Please enter the recipient email

⊗ Reply To [Please enter email in specified format.] ⬅
Please enter user@app.montgomerycountymd.gov in the Reply To field

3. Please delete text and type the email listed below: user@app.montgomerycountymd.gov

* Expires in [5]
Days

* Visits [5]

Access Restrictions

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

Cancel   Continue

Home Logout Preferences Help

Privacy Statement

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⊗ **Error**
  Reply To - Please enter user@app.montgomerycountymd.gov in the Reply To field

Employment Verification

Cancel   Continue

Employee Name
Organization Email Address noreply@mcgov.org

Employee Number
Business Group **Montgomery County MD**

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

○ 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   minniemouse@gmail.com
            Please enter the recipient email

⊗ Reply To   user@app.montgomerycountymd.gov   ◄——— The **Reply To** field should look like this
            Please enter user@app.montgomerycountymd.gov in the Reply To field

* Expires in   5
            Days

* Visits   5

Access Restrictions

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

Click Continue

Cancel   Continue

Home Logout Preferences Help

Privacy Statement

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.

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Employment and Salary Information Sample Letter

🏠 Navigator ▼   ⭐ Favorites ▼   Home Logout Preferences Help

Employment Verification

[Cancel] [Back] [Submit]

Employee Name
Organization Email Address noreply@mcgov.org

Employee Number
Business Group **Montgomery County MD**

Recipient Information

To **minniemouse@gmail.com**
Reply To **user@app.montgomerycountymd.gov**
Expires in Days **5**
Visits **5**

Employment and Salary

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

Effective Date **03-Sep-2015**
Full Name
Department **DLC 85**
Position **017493.Liquor Store Clerk I.008017.PT.P.**
Underfilled
Latest Hire Date **29-Aug-2012**
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

Comments

Click Submit

[Cancel] [Back] [Submit]

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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

No   Yes

Home Logout Preferences

Privacy Statement

MCG HR Employee Self-Service

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📑 **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 ←

Home Logout Preferences

Privacy Statement