

Instructions: Employee must complete and return to Employee Services Unit, UPD Building, Third Floor, Extended zip (0046) or email to empverification@sjsu.edu. Allow a minimum of 2-3 business days for processing.

EMPLOYEE INFORMATION

Last Name:		First Name:	Middle Initial:
Employee ID Number:	Last 4 digits of SSN: XXX-XX-	Telephone:	

TYPE OF SERVICE

Instructions: Check one of the following boxes to authorize the release of confidential information

Basic Verification

- First name, middle initial, and last name spelled out
- Employment status (Active/ Inactive and Part-Time/ Full-Time)
- Job title
- Most recent start and/or termination date

Basic PLUS Verification

- All Basic Verification
- Monthly rate of pay

Full Verification

- All Basic PLUS Verification
- Gross earnings year to date with a breakdown for overtime
- Gross earnings for prior two years

Faculty Only

- WTE
- FTE

METHOD TO RELEASE INFORMATION

Call number above when ready for pick up

Send to agency or recipient stated below

I hereby direct and authorize San José State University to release the indicated confidential information to:

_____ Agency / Name of Recipient

_____ Fax Number

_____ Phone number

_____ Address

_____ Email Address

ACKNOWLEDGMENT

I release San José State University and any employees thereof from any and all responsibility should any damages result from the release of this information.

_____ Employee Signature

_____ Date