

## 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: _____	<b>Please return form to:</b>
Employer: _____	<b>UCOP HR - Payroll</b>
Address: _____	<b>1100 Broadway, 8<sup>th</sup> Flr.</b>
Email: _____	<b>Oakland, CA 94607</b>
	Contact: _____
	Phone: _____
	<b>email: HRPayroll@ucop.edu</b>

**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
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_____ Employee's Signature	_____ Date of Birth	_____ Signature Date
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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 qualifying service. Service need not be continuous to be counted.

Sick Leave Balance through the last day on paid status: \_\_\_\_\_

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.