Generating an Employment Verification Letter

IMPORTANT: This system can only accessed when connected to VPN.

As a reminder, all employment verifications should go through the WorkNumber.com. For more information, visit the HR website's Employment and Income Verifications webpage.

If the requested information is not available via the WorkNumber.com and a letter must be generated, please follow the below self-service instructions for the Employment Verification System. **PLEASE NOTE: Google Chrome and Firefox are the preferred browsers:**

1. To access the Employment Verification System, login into the Pace Portal and click on the Staff tab. Locate the **Employment Verification System** link.

2. Login into the site with your Pace credentials

3. Upon login, click on the tile that matches the request you are looking to generate:
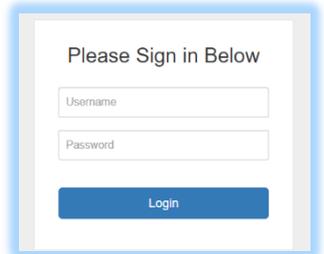
4. If you selected the **Salary/Date of Hire/Title/Payroll** letter template, please specify the year range this letter should cover by clicking into the date range fields and selecting the year.

5. The information requested will appear for review. Once ready, click on the **Generate Letter** button to view the letter. Click **OK** upon receiving the confirmation message.

6. A preview of the letter will appear for review.

PACE
UNIVERSITY
Human Resources Information Systems

100 Summit Lake Drive

Valhalla, NY 10595

Fax:(914)989-8502

March 04,2021

To Whom it May Concern:

This letter confirms that TrainingFN ExampleLN has been an active employee of Pace University since January 15, 2013. TrainingFN is currently filling the role of an ███████ ████████ s in the department of TEST Org. Please see below payroll detail information.

Year	Gross Amount Paid	Annual Salary
2018	$8,766.51	$70,132.00
2019	$70,132.08	$70,132.00
2020	$36,533.67	$10,000.00

7. To download or pint the letter, scroll to the bottom and click on the **Print** button.
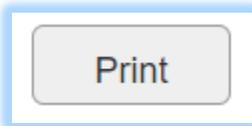
Print

PLEASE NOTE: See available documentation titled *"Printing Employment Verification Letter"* to review how to print the letter in each browser.