

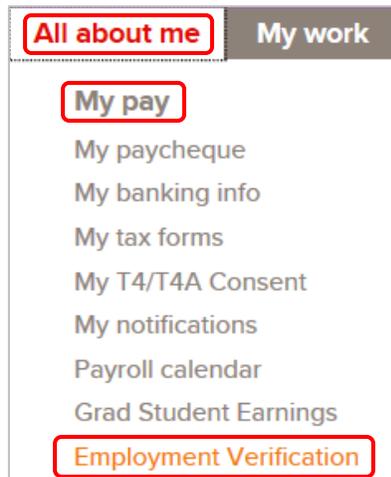


### Access and Print an Employment Verification Letter

<b>Purpose:</b>	The purpose of this document is to provide the steps to access and print or save an employment verification letter, with or without compensation information.
<b>Audience:</b>	Current University of Calgary employees
<b>Information:</b>	Employees use the MyUofC Portal to access their employment verification letter. The employment verification letter is accurate to the date it is printed; it does not include future dated changes.

### Navigate to Employment Verification Page

1. From the myUofC Portal, go to: **All about me** → **My pay** → **Employment Verification**



## Print or Save Employment Verification Letter

1. On the **Employment Verification** page, click the **Print** button for either the **Print with Compensation** or **Print without Compensation** letter option.

**Employment Verification**

**Lois Lane**

You can choose to produce a letter that includes or excludes compensation. Simply click the 'Print' button to generate a PDF verification letter that corresponds with your selection. You will then be able to save this letter for your records.

Please note: Only your current active jobs can be confirmed through this process.

Location	Department	Position Description	Print with Compensation	Print without Compensation
Foothills Campus	Medicine	Administrative Assistant	<b>Print</b>	<b>Print</b>

If you use a pop up blocker you may have to disable it to display your verification letter.

The information provided in your verification letter is accurate on the date the letter is requested. If there are future dated changes to your employment contract, you must wait until the effective date of those changes for them to be reflected in your letter. If you feel any content in the letter is incorrect, or if you cannot produce a verification letter for one or more of your active jobs at the University of Calgary, please call the Integrated Service Centre (ISC) at 403-220-5932 or email [hr@ucalgary.ca](mailto:hr@ucalgary.ca).

For additional information and frequently asked questions regarding employment verification letters, please visit the HR Website at <http://www.ucalgary.ca/hr/employment-verification>

2. The letter opens as a .pdf document.

**Note:** You may need to disable your pop-up blocker for the letter to open.



**UNIVERSITY OF CALGARY**

**HUMAN RESOURCES**  
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 Calgary, AB, Canada T2N 1N4  
 Telephone: (403) 220-5932  
 Email: [hr@ucalgary.ca](mailto:hr@ucalgary.ca)

PERSONAL AND CONFIDENTIAL

August 22, 2017

To Whom It May Concern:

RE: Lois Lane

This letter is to confirm the employment of Lois Lane with the University of Calgary. The following information is accurate as of the date this letter is issued.

**Position:** Administrative Assistant

**Department/Faculty:** Pediatrics, Cumming School of Medicine

**Position Type:** Regular Full-Time

**Employment Dates:** April 20, 2016 to Present

**Salary:** \$45,000.00 Annual

Human Resources  
University of Calgary

3. Select to print or save the document.

