# University of California

**Verification of Previous Employment – Employee Request Form**

For University of California, California State University or State of California Employment

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| --- |
| ***TO BE COMPLETED BY EMPLOYEE*** |
| Contact information for PREVIOUS employer: | Payroll processor in CURRENT UCD Department: Return completed form to this name/address |
| Attention:  | Name: |
| Employer:  | Dept:  |
| Address: | Address: |

I am currently working at the University of California 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\*. Your prompt response is appreciated.

My employment dates with your agency were ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

My signature serves to authorize release of the information requested to the University of California.

Employee’s Name (Please Print) Date of Birth Social Security #

Employee’s Signature Signature Date

***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

**Service Dates (pay status at 50% or more time). Please attach supporting documentation if available.**

|  |  |  |
| --- | --- | --- |
| From To | Department | Status (Staff, Academic) |
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|  |  |  |

**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.

**Completed by:**

 ***Please Print Name* Title**

**Telephone Number: Email:**

**Signature:**   **Date:**

 *Please return to the address indicated in the top right-hand side of the form.*

\*Service credit calculations for vacation leave accrual rates are *not* the same as calculations for retirement service credit. Refer to the Benefits office for questions on retirement service credit.