



**REQUEST FOR VERIFICATION OF EMPLOYMENT LETTER**

Please confirm my employment information and earnings for confidential use only.

Employee Name \_\_\_\_\_

Employee # \_\_\_\_\_

**\*NEW\* - NO MORE WAIT TIMES FOR BASIC VERIFICATION OF EMPLOYMENT LETTERS!**

**VOE Letters are now available instantly through the Employee SelfService(ESS) portal.**

To access ESS from a non-Island Health computer:

- 1) Open up the internet and go to Island Health's website at [www.viha.ca](http://www.viha.ca)
- 2) Click on 'Employees' found on bottom left hand side of page
- 3) Click on 'Visit the Intranet'
- 4) Click on '#2. - https://intranet.viha.ca.'
- 5) Log in using your Island Health user name and password.
- 6) Once signed into the intranet, click on 'Sign in to Employee SelfService' found under the purple banner 'I NEED TO' on the right hand side, then click on the blue 'Employee SelfService' button.
- 7) Log into ESS using your Island Health user name and password, click on the 'Verification of Employment Letter' tile and generate your letter!

To access ESS from an Island Health computer, you can follow the steps above or [click here](#)

*Examples of what basic verification letters can be used for; mortgage, bank loans, immigration or as international hire letters.*

**I require this employment information for: (please specify one of the options below)**

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| <p align="center"><b>Student Loan Forgiveness Program Letter</b></p> <p><input type="checkbox"/> Federal Student Loan<br/><input type="checkbox"/> Provincial Student Loan</p> <p><b>Please Provide Period of review:</b><br/>D/M/Y _____ to _____</p> <p><i>This is <u>only</u> for people who are registered in this program.<br/>If you are requesting a letter for your Federal Student Loan please attach application form.</i></p> | <p align="center"><b>Proof of Reimbursement for CRA Letter</b></p> <p><input type="checkbox"/> Relocation Costs<br/><input type="checkbox"/> Education<br/><input type="checkbox"/> No Reimbursement Received<br/><input type="checkbox"/> Union Dues</p> <p><i>This is <u>only</u> for people who require documentation for CRA audit.<br/>Please ensure you attach a copy of your letter from the CRA.</i></p> | <p align="center"><b>Hours Letter for License Registration or For Other Health Authorities</b></p> <p><input type="checkbox"/> Bedside Hours (Worked Hours Only)<br/><input type="checkbox"/> Total Hours (Includes Sick and Vacation hours)</p> |
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- Expected processing time for these letters is 7 business days.
- To protect your privacy, these letters will be provided to you electronically via your Island Health email address.

**Signature of Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Scan/Email:** [HRAccess@viha.ca](mailto:HRAccess@viha.ca)

**Fax to:** Employee Records and Benefits Dept. in Victoria: (250-519-3604)

**Or Mail it to:** Employee Records and Benefits Dept, Gorge Rd Hospital, 3<sup>rd</sup> Floor, Victoria BC V9A 1L2