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 intranet at https://intranet.islandhealth.ca
2)  Log in using your Island Health user name and password.
3)  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.
4)  Log into ESS using your Island Health user name and password, click on the ‘My Requests’ tile, and then select the Verification of Employment button to generate your letter

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)

<table>
<thead>
<tr>
<th>Student Loan Forgiveness Program Letter</th>
<th>Proof of Reimbursement for CRA Letter</th>
<th>Hours Letter for License Registration or for Other Health Authorities</th>
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</thead>
<tbody>
<tr>
<td>☐ Federal Student Loan</td>
<td>☐ Relocation Costs</td>
<td><em>NEW</em> RN &amp; LPN annual registration hours are available instantly through ESS. Log into ESS and look for the ‘Annual Reports’ tab under the ePay tile.</td>
</tr>
</tbody>
</table>
| ☐ Provincial Student Loan             | ☐ Education                         | □ Practice Hours  
(Worked Hours Only) |                                                                 |
| Please Provide Period of review:     | ☐ No Reimbursement                   | □ Total Hours  
(Includes Sick and Vacation hours) |
| D/M/Y _________ to _________           | ☐ Union Dues                        |                                                                 |

This is only for people who are registered in this program.
If you are requesting a letter for your Federal Student Loan please attach application form.

This is only for people who require documentation for CRA audit.
Please ensure you attach a copy of your letter from the CRA.

- 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
Fax to: Employee Records and Benefits Dept. in Victoria: (250-519-3604)
Or Mail it to: Employee Records and Benefits Dept, Gorge Rd Hospital, 3rd Floor, Victoria BC V9A 1L2

(Revised: October 2020)