

REQUEST FOR VERIFICATION LETTER

Student Loan Forgiveness	Proof of Reimbursement for	Hours Letter
Programs	CRA Letter	RN & LPN annual registration
<< Only for individuals registered in these programs>>	Please attach a copy of your letter from the CRA.	hours are available through ESS on the "Annual Reports" tab under the ePay tile.
☐ Federal Student Loan	☐Reimbursement Received	ander ene er dy ener
Attestation Form - <i>form MUST</i> be attached.	Type of expense:	□Practice/Bedside Hours (<u>Last 5 years</u> worked only)
☐ Provincial Student Loan Letter Period of review: D/M/Y to	■ NO Reimbursement Received Type of expense: ———————————————————————————————————	☐Total Hours (Entire employment hours, including Leave and Vacation hours)

A Standard Verification letter is available through Employee Self Service (ESS)

To access ESS from a non-Island Health computer:

- 1) Open a web browser and go to Island Health's intranet at https://intranet.islandhealth.ca
- 2) Log in using your Island Health username and password.
- 3) Once signed in, click on "Employee Services" at the top of the page, then click on the blue "Employee SelfService" button.
- 4) Log in using your Island Health username and password, click on "Go to My Requests," then select the "Verification of Employment" button to generate your letter.
- 5) ESS-generated letters can be used for: mortgages, bank loans, immigration, international hiring, etc.

Require a maternity/parental return	to-work date added to your letter? Indicate your return-to-work date:
If applicable, list any additional emai	addresses to receive the requested information:
Name:	Employee #:
Signature:	Date:

- Processing time for requests is 7 business days. Employee Records is closed weekends and stat holidays.
- For security reasons, letters will be sent to your Island Health email address.
- If you are a previous Island Health employee, letters will be sent to your personal email address on file; please contact HRaccess@islandhealth.ca beforehand if you need to update your information.