

# Employment Verification Form



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<http://pt.berkeley.edu>

Effective August 1, 2002, all UC Berkeley employees who wish to purchase UC Berkeley parking permits must appear in the new Human Resources Management System (HRMS). If the employee's updated information is not in HRMS, the employee must ask his or her Payroll Representative to complete and sign this form. Permit Services will check HRMS one month after receiving this form to verify information. If HRMS is still not updated after one month, the employee may be required to return the permit.

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Please fill out each item. Incomplete forms will not be accepted.

Name:     
last first middle initial

Employee ID #

Start Date:  End Date:   
("Indefinite" if no end date)

Appointment Type Code: (check one)

Contract       Career       Casual       Casual Restricted       Academic

Title:  Job Code:

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Please have your Department Payroll Representative complete the following:

I am the above-named employee's Department Payroll Representative, and I verify that the above information is correct to the best of my knowledge. This information will be entered into HRMS within 30 days. I understand that the employee may have to return his or her permit if this information is not entered in a timely manner.

\_\_\_\_\_  
Signature of Department Payroll Rep.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Campus Phone Number

\_\_\_\_\_  
E-Mail Address