

**Etrieve: Employee Verification of Employment (VOE)
(Not applicable for Part-Time Faculty)**

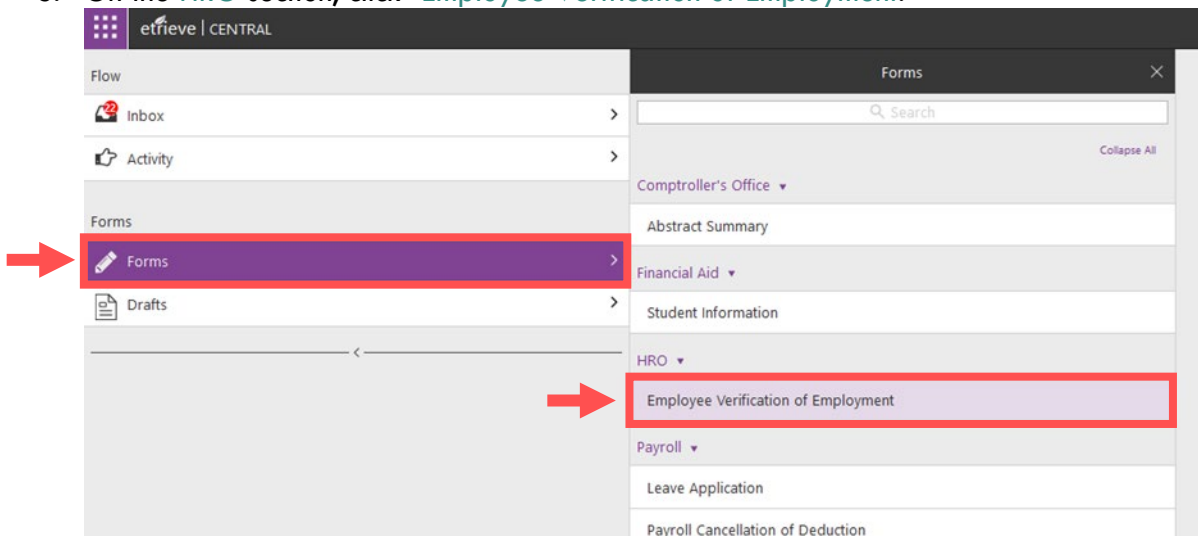
1. Using your web browser, login to <https://forms.uog.edu> with your Triton Portal credentials. See etrieve login screen below.



2. On the etrieve Central menu, as displayed below, click the **Forms** tab.



3. On the **HRO** section, click “Employee Verification of Employment.”



4. Under the heading “Name of institution to be prepared for,” click on the empty box below this heading and enter the banking institution name to receive the VOE form.



 UNIVERSITY OF
GUAM
UNIBETSEDÁT GUAHAN

Human Resources Office

Request for Verification of Employment

I hereby authorize the University of Guam to release the information requested below.

Employee Name	Employee Signature	Date Signed
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of institution to be prepared for

Initial Employment Date	Employment Status
<input type="text"/>	<input type="text"/>
Position Type	Employment Category
<input type="text"/>	<input type="text"/>

T: +1 671.735.2350 F: +1 671.734.6005 W: www.uog.edu

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

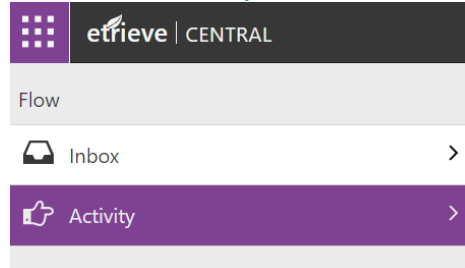
The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges, Senior College and University Commission and is an equal opportunity employer and provider.

5. Click the Submit button at the bottom of the form, to process the VOE form

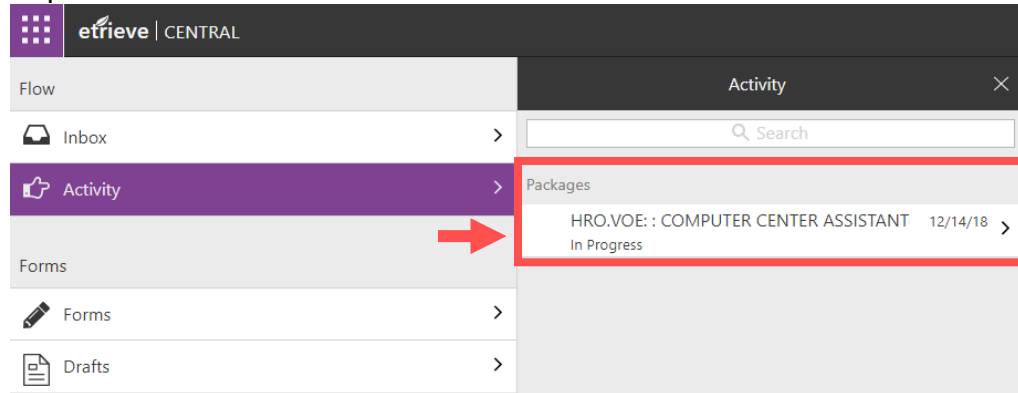


6. To print the VOE form:

a) Click on the **Activity** under the Flow section.



b) On the right side, under the **Packages** section, click on the **HRO VOE form** requested based on the date submission.



c) The VOE form will displayed and you can click on the **Print** button at the bottom of the form to print.



Should you have any questions regarding this procedure, please visit the UOG Office of Information Technology / Computer Center and see our staff, email, or call our 24/7 phone support.

