Etrieve: Employee Verification of Employment (VOE)
(Not applicable for Part-Time Faculty)
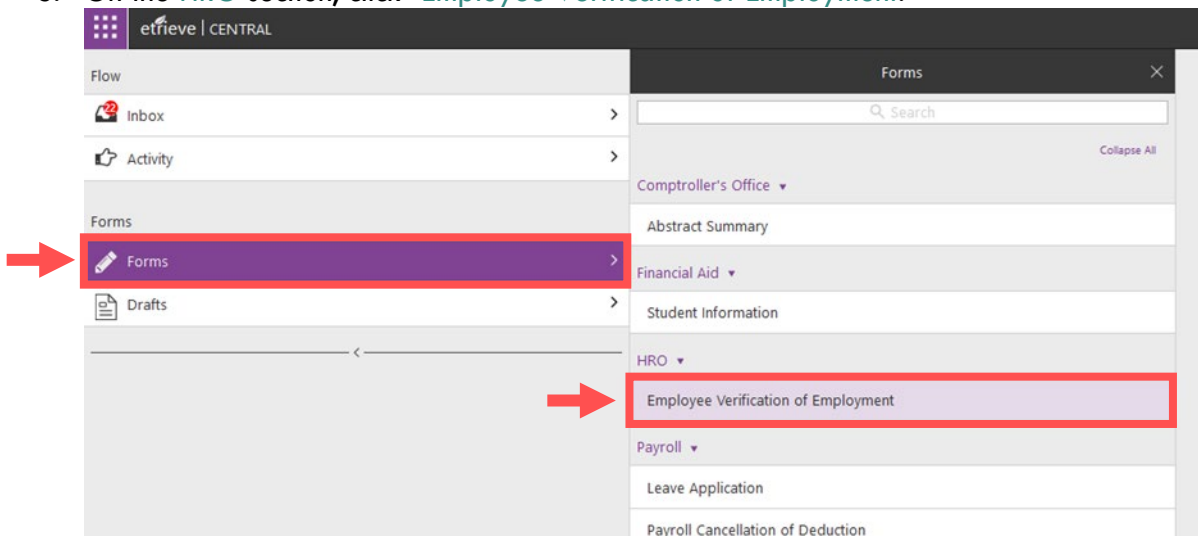
1. Using your web browser, login to https://forms.uog.edu with your Triton Portal credentials. See etrieve login screen below.

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.

5. Click the Submit button at the bottom of the form, to process the VOE form
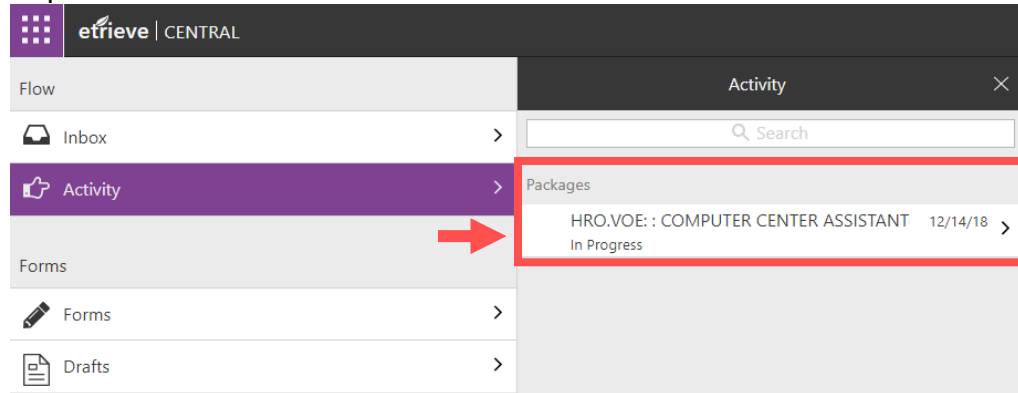
6. To print the VOE form:
   a) Click on the Activity under the Flow section.
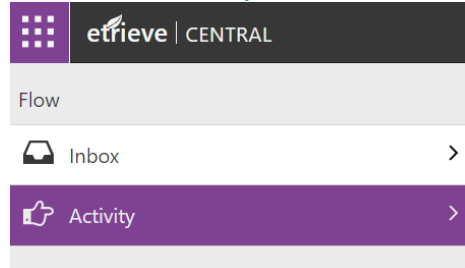
   b) On the right side, under the Packages section, click on the HRO VOE form requested based on the date submission.

   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.