

OFFICE OF INFORMATION TECHNOLOGY IT - Administrative Computing

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.

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UsernamePassword		
Sign In Forgot your username or passwe © 2013-2018 Solidocs	ord2	

- 2. On the etrieve Central menu, as displayed below, click the Forms tab.
- 3. On the HRO section, click "Employee Verification of Employment."

Flow	Forms
🕝 Inbox	Q. Search
Activity	> Collaps
	Comptroller's Office 🔻
Forms	Abstract Summary
🖋 Forms	Financial Aid 👻
Drafts	> Student Information
	HRO V
	Employee Verification of Employment
	Payroll 💌
	Leave Application
	Payroll Cancellation of Deduction



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.

		IY OF M JUAHAN
н	uman Resourc	es Office
	Request for Verification of Emp	ployment
I hereby authorize the University	of Guam to release the information reques	sted below.
Employee Name	Employee Signature	Date Signed
Initial Employment Date	Employme	ent Status
Initial Employment Date	Employme Employme	ent Status ent Category
Initial Employment Date Position Type	Employma Employma T: +1 671.735.2350 F: +1 671.734.6005	ent Status ent Category W: www.uog.edu
Initial Employment Date Position Type Mailing	Employme Employme T: +1 671.735.2350 F: +1 671.734.6005 Address: 303 University Drive UOG Stati	ent Status ent Category W: www.uog.edu ion Mangilao, Guam 96913

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





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IT - Administrative Computing

- 6. To print the VOE form:
 - a) Click on the Activity under the Flow section.

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

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Flow	Activity ×
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Activity	Packages
	HRO.VOE: : COMPUTER CENTER ASSISTANT 12/14/18
Forms	
Forms >	
Drafts >	

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

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History	Attachments	Download	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.

