

# Special Edition of the Personnel Employee Bulletin

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## Deployment of New Employee Verification Tool

DLA employees now have access to a new feature in the “MyBiz” self-service application. This new feature known as “Employment Verification” (EV), assists employees asked to provide employment and/or salary verification information to a lender or other business. “EV” allows you to email your employment and/or salary information directly to the requester from your “MyBiz” website using data from the Defense Civilian Personnel Data System (DCPDS). The system will replace “The WorkNumber” tool that has been used by DoD for several years and for a limited time, both “EV” and “The Work Number” will remain available.

Using “EV” is simple. As always, first ensure the requester has a need to know the information before sending, and then follow these steps:

1. Log into the DCPDS Portal by locating the “HR Self Service MyBiz/MyWorkplace” link on the ‘Automated Tools’ tab found on the DLA Human Resources website <http://www.hr.dla.mil>
2. Select “Go to MyBiz/MyWorkplace.”
3. Login and select your non-email certificate when asked to choose a digital certificate.
4. Select “DLA Region.”
5. Select ‘My Biz’ on the left, and then select the ‘Employment Verification’ link.
6. You will be asked which sharing option you would like to choose:
  - a. Employment Information (name, last four characters of SSN, position title, latest hire date, original hire date, organization name).
  - b. Employment and Salary Information (above plus salary and recruitment or retention bonuses if applicable).
7. Enter ‘Recipient Email Information’. You may enter your own email address into the ‘Recipient Email Information’ if you would like to receive a copy of the information prior to sending your information to a business.
8. Your work email address should populate in the ‘CC’ block, if it does not please place your work email in the ‘CC’ block to receive a copy of the EV email.
9. Select ‘Acknowledge and Submit’ to send your EV information.

If you have questions about “MyBiz” or “EV”, please send an email to HR Self Service, which can be found in the global e-mail address list.

Additional information and guidance can be found on the HR website under automated tools, <http://www.hr.dla.mil/tools/>.

For additional information, please contact your servicing DLA Human Resources Services, <http://www.hr.dla.mil/cntctus.htm>.

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