# LaGUARDIA COMMUNITY COLLEGE

31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

<u>EMPLOYMENT VERIFICATION (NO SALARY INCLUDED)</u>

Be advised that this functionality only confirms that an employee is active at CUNY at the time the letter is generated. Employment dates, salary, and other detailed information will still need to be confirmed by HR using existing processes, if requested.

1. Login to **CUNYfirst** and navigate to **Employee Self Service** and select **Employee Verification Letter**
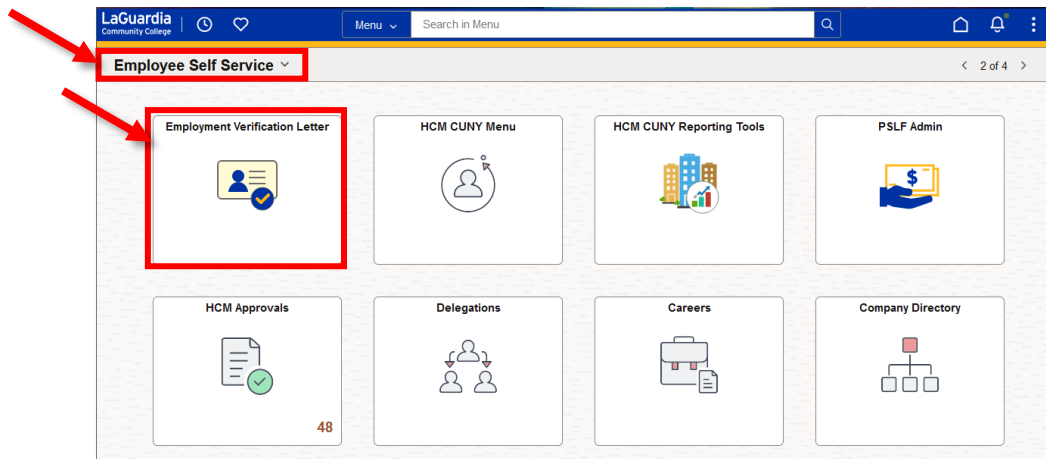
2. On this page, employees can select **Print Letter** on the top left to generate a PDF version of the letter. Employees with multiple active positions will have the ability to select the specific position for which they want to generate the letter using the **Job** dropdown menu.
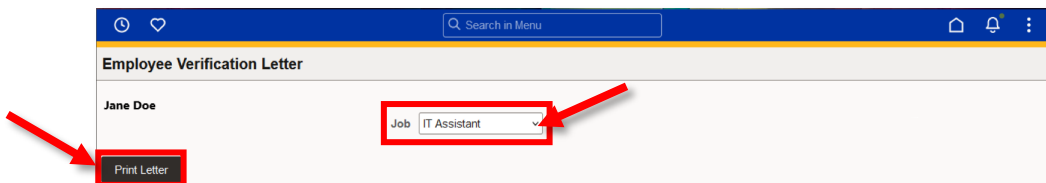
Note: If there is a need to include salary, please refer to the [Employment Verification (Salary Included)](#) instructions