

EMPLOYMENT VERIFICATION REQUESTS

During the course of your employment, various agencies and financial institutions may require verification of your employment status and/or salary.

The agency or institution may need to verify solely your employment status, or your employment status and your current salary. Depending on the information requested, the process for verification differs slightly. Please see the table below to determine the correct course of action.

| TYPE OF REQUEST | DETAILS | CONTACT NUMBERS |
|---|--|--|
| Salary details NOT needed (only need to verify dates of employment and position): | Information can be given over the phone | 800-704-3802 |
| Salary details needed: | Request must be in writing and contain signed authorization from the associate. Request should be via fax. | 973-352-6600 (fax) Attn: Employment Verifications |

Employment Letters – via E-Letterbox

An agency or institution may require you to produce an employment letter on company letterhead. The letter may outline your dates of employment, current position, and salary.

To receive a letter, you will be required to submit the request directly by logging the request in our Cognizant E-Letterbox tool (<https://eletterbox.cognizant.com>). Login with cts\XXXXXX where XXXXXX is your associate ID and your network password.

The tool offers various letter templates which you may choose from. A PDF preview is available for all letters prior to submission. **Telephone requests for an employment letter are not accepted.**

The letter will be processed and sent via FedEx to you for receipt by the next two business days.

If you have any difficulty, please contact our Talent Management Solution Center at 800-704-3802.