22 December 2020

Employment Verifications for Prospective Lenders or Employers

**Note to Prospective Lenders or Employers**

Employment verification is managed at the County level, not the Department level. The process is automated and must be initiated by the employee. The Department has provided instructions to employees on how to conduct this transaction but you are free to download this document and share it with the employees to save time for everyone.

These instructions are current as of the date listed. The appearance of sites may change over time but the general process is relatively static.

Employee Instructions

I got an employment verification request for you this afternoon. In order to get this processed you will need to sign into the ePortal and complete an employment verification form.

1. Go to quicklinks select ePortal/MCtime (graphic 1)
2. Log in using your active directory (AD) credentials
3. Go to employee self service (graphic 2)
4. Scroll down to employee self service again (graphic 3)
5. Go to MCG HR employee self service (graphic 4)
6. Choose employment verification and complete the form there.
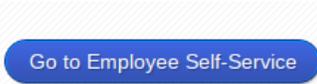
	Graphic 1
	Graphic 2
	Graphic 3. You may have to scroll down to see this button.

▲ 📁 MCG HR Employee Self-Service 　　📄 Personal Information 　　📄 Emergency Contacts 　　📄 My Information 　　📄 Employee Appraisal 　　📄 Allocated Checklist 　　📄 <u>Self-Service Benefits</u> 　　📄 Payslip 　　📄 Tax Forms 　　📄 Employee W-2 　　📄 Employment Verification	Graphic 4