



**The DIVISION OF
FINANCIAL SYSTEMS AND BUSINESS OPERATIONS
Has Published the Following Article
Which Appears in the
March 16, 2010 & March 23, 2010**

REQUESTS FOR EMPLOYMENT RECORDS RESEARCH

In keeping with the Mayor's *Go Green* initiative, effective March 24, 2010, Financial Systems and Business Operations will introduce an online tool that will enable both current and former DOE employees to request services provided by the Office of Employment Records Research. We will no longer be accepting written requests on forms used in the past. These services include:

- *Verification of Employment for Pension Purposes*
- *Verification of Data Contained on Archived W-2 Registers*. Data can be provided from archived W-2 registers corresponding to tax years 1964 through 1969, and 1972 through 1990.

HR Connect will answer all inquiries regarding this new tool and will also assist walk-ins (Room 102 - 65 Court Street) in completing the form at work stations set up for this purpose. Staff will also be able to access this tool from their home computer and submit on-line.

Additional information regarding this online tool can be found at:
<https://payrollportal.nycboe.net/payrollportalweb/Main.aspx>