



## Verification of Employment or Copy of ROE (Record of Employment)

Date of Request: \_\_\_\_\_ Employee ID # \_\_\_\_\_  
(enter as dd-mmm-yyyy)

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Please select one of the following:

**Verification of Employment for student loan**

**Verification of Employment for bank or other**

*Specify particular information required (e.g. gross annual salary, start date, gross bi-weekly, gross weekly, etc.)*

**Record of Employment** all ROE's are submitted to HRSDC electronically

Please forward pdf of ROE file to the following email: \_\_\_\_\_

I would like a paper copy of my ROE (see below for pick-up / mail-out options)

**Please indicate one:**

Pick-up: when ready please call ( \_\_\_\_\_ ) \_\_\_\_\_ or email \_\_\_\_\_

Mail to address: \_\_\_\_\_

---

### HR Office Use Only:

DATE RECEIVED IN HR (HR Date Stamp)

Payroll Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_

*people • excellence • impact*

**upei.ca**