

Purpose**Title**

Request Job Letter

What You Will Learn

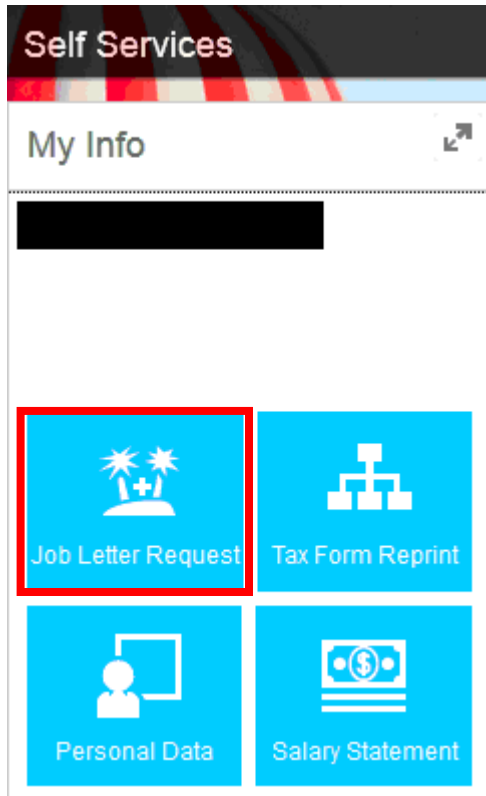
Upon completion of this process, you will be able to request a job letter.


Overview of the Business Process

- Perform this procedure when you need a job confirmation letter (e.g., when you are applying for a mortgage).

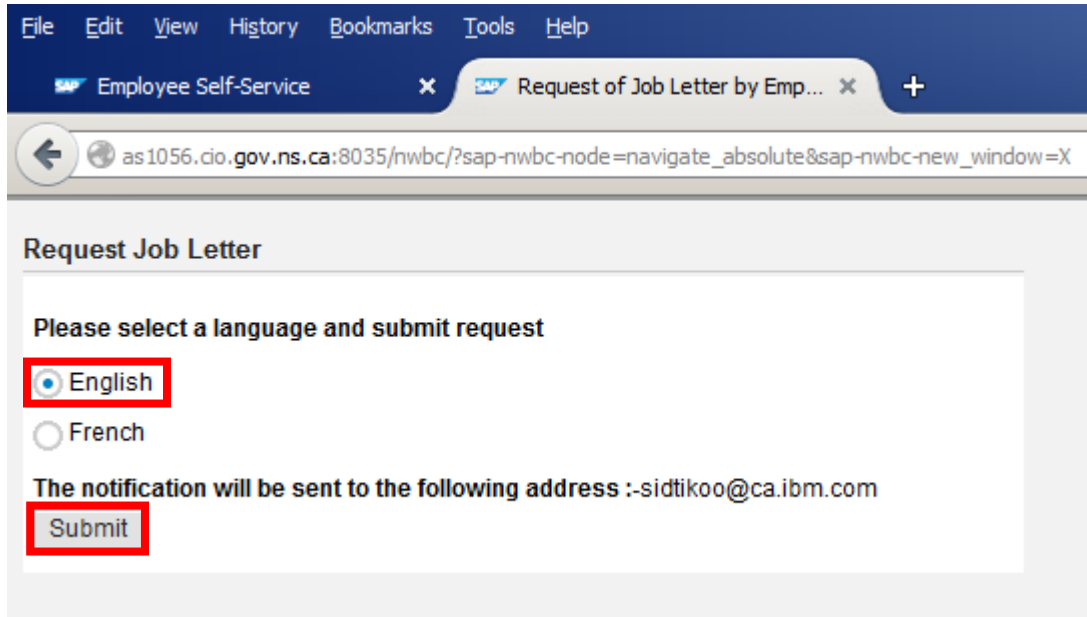
Note: Your ESS user name is your Personnel Number preceded by a capital P (For example, P40012345).

- If you have multiple Personnel numbers within one school board, or you have multiple Personnel Numbers because you work in more than one school board, then you will have multiple ESS user names. If you have multiple ESS user names, then you will have to log in separately to view the data that corresponds with each Personnel Number.

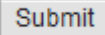
Procedure**Employee Self-Service**


1. Click the **Job Letter Request** button.
 A new window or tab will open.

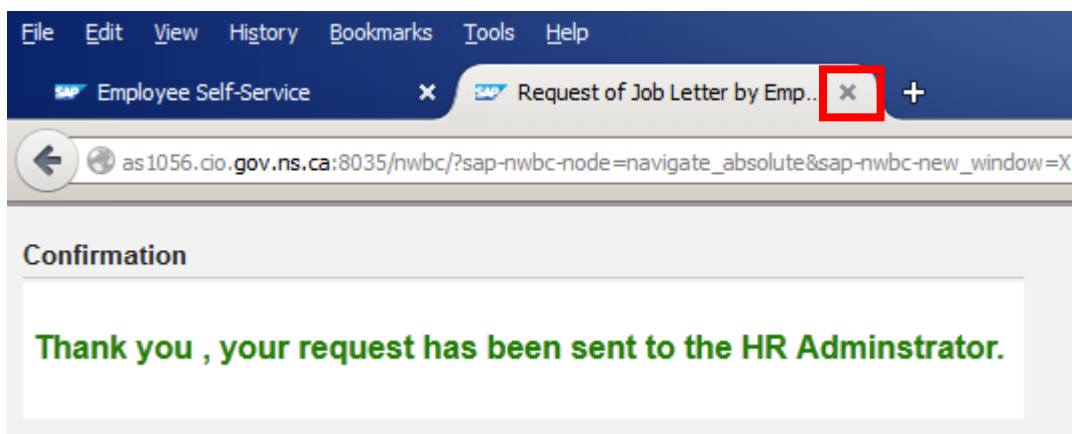
Request of Job Letter by Employee




2. Click the radio button to choose the language you prefer.

3. Click the  button.

 A confirmation message will be displayed.



4. Click the  button to close the window or tab and return to the **Employee Self-Service** main page.



Please note: The letter will either be emailed to you, or mailed to your home address.

Result

You have completed the process for requesting a Job Letter.