



All inquiries for verification of employment **MUST** go through the H. R. Records website listed below to create your order. If you have a form to submit, you may email or fax it; otherwise we will use ours. Our contact information is shown below.

How to place your order:

NOTE: It is best not to use Chrome, as it is not compatible with our site.

1. Enter Website <https://ukhr.uky.edu/emprec/> in your browser, which will take you to “UK Employee Records Online Request page”. Click “Are you a UK Employee?”
2. The screen will appear this way:

A screenshot of a web form titled "Select one of the following...". It contains three radio button options: "Are you a UK Employee? (past or present)", "Are you a Business? (bank or other institution)", and "Are you a Government Agency?". A red arrow points to the first option. At the bottom right, there is a "continue >>" button.

3. In the "Describe your request" box at the bottom of the page:
 - a. List any "special" instructions *and*
 - b. Include all **dates of employment** to help us locate past employment.
4. **Signature Release Form** - At bottom of page, locate and click on *Employee Signature* hyperlink to find the Signature Release Form.
 - a. Important: **A signature release is required** to receive all Student or Salary Information, and documents from Employee Files.

We appreciate your patience....Processing may require up to 3-6 business days.

Thank you,
UK HR Employee Records/VOE Team

Phone: (859) 257-9485
Fax: (859) 257-8514
Email: verifications@uky.edu *(Effective as of November 2019, our email address has been updated.)*