



## Employment Verification

### Release Notice

Please submit questions to [hr@greenriver.edu](mailto:hr@greenriver.edu)

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We value the privacy and confidentiality of our employees, both past and present.

To request employment verification for one of our employees, we ask you to follow the procedure below:

1. Submit an official Authorization for Release of Employment Information form from your organization with the employee's signature via email to [hr@greenriver.edu](mailto:hr@greenriver.edu). Please include instructions and details of who the form is to be returned to.
2. Due to security purposes, we do not/cannot open external links or log into any websites to fill out digital Employment Verification info.
3. Upon receipt of the request, we will process it and submit the employment verification information to you within two working business days.

Please note that we cannot provide any employment information without the employee's consent.

If your request includes income verification; please submit your Authorization for Release of Employment Information form to our Payroll department: [payroll@greenriver.edu](mailto:payroll@greenriver.edu)

We appreciate your understanding and cooperation in maintaining the privacy and confidentiality of our employees. If you have any questions or require further assistance, please feel free to contact our HR department at [hr@greenriver.edu](mailto:hr@greenriver.edu).

Thank you for your cooperation.

Green River College Human Resources