

FREQUENTLY ASKED QUESTIONS

EMPLOYMENT VERIFICATION FORM (EVF)

PURPOSE OF THE EVF. The County of Los Angeles is conducting a comprehensive review of employment records in our human resources databases. The objective of the employment verification process is to ensure all County employees are provided with an individualized verification of employment that lists their known record of County service (work history), and to provide an opportunity to confirm the work history information. Transparency is important to us, and we want you to be involved in ensuring the accuracy of your record.

I. ACCESSING AND SUBMITTING YOUR EVF

1. Can I access the EVF website link from my home computer?

Yes, you are able to access the EVF on your home computer, tablet or mobile device as long as you have access to the internet. The EVF website link is accessible through both Google Chrome and Internet Explorer web browsers; however, if using a County-issued device, please verify you are authenticated with Zscaler (if this app is installed in your device).

2. I do not have access to a computer or the internet to fill out the EVF. Is there another option available?

You have the option of completing a physical EVF if you are unable to complete the form online. Please reach out to your Departmental Human Resources office with a request to receive a paper form. You may return the form with a wet signature, including any relevant documents to support your request for review.

3. How do I know that my EVF was successfully submitted and received by my HR Office?

After the EVF campaign for the entire LA County has completed, you will receive a PDF of your employment verification form. This may take up to 4 weeks from the date of your submission.

4. The Form is not loading on my computer. What can I do?

Make sure that you're using Google Chrome (preferred) or Internet Explorer. If you are unable to access the online form, first try clearing your cache (history) on the browser, then close and restart the browser if that does not resolve the problem. Make sure to sign into Microsoft Office 365 with your County email and password *before* you click on the EVF link.

II. STANDARD INFORMATION IN YOUR EVF

5. What is Continuous Service Date (CSD)? How is CSD determined?

Continuous Service Date is based on employment without interruption (break in service) for employees on a monthly or yearly basis. The following are not considered interruption of County employment:

- absences on approved leaves
- absences to serve in the Armed Forces of the United States
- breaks in service followed by an appointment from a reemployment list (aggregate County service*)
- breaks in service followed by reinstatement if before 9/1/87 (aggregate County service*)
- re-entering County service within three working days after termination

*Aggregate County service allows for adjustment of an employee's CSD to exclude the time away from County employment.

6. The EVF includes a column for Item Number/Sub which includes a letter. What does the letter mean?

When reviewing your work history, please ensure that the subtitle (the alphabet letter following your Item Number, e.g., 1848A), for each job title is correct. Subtitles are an important element of your employment record as it describes how you were paid in the position (i.e., daily, hourly, or monthly). You can check your subtitles by looking at your paystubs.

A listing of each subtitle is listed [HERE](#).

7. How can I confirm the item number for my positions?

An item number is a unique numerical code assigned to each classification. A complete list of all item numbers and their associated classifications can be found on the LA County CEO's website [HERE](#).

III. VERIFYING YOUR WORK HISTORY

8. I would like to review my personnel folder to ensure that the information I received is accurate. How can I do that?

Some departments have converted their Employee Personnel Records to electronic form (ePR), making them readily available for easy access. If your Department is one of these departments, you can access ePR through the online Workplace on <https://ewp.lacounty.gov>. Otherwise, call your Departmental Human Resources office to make arrangements to review your physical file.

9. How can I access the Employee Self Service link to verify that my EVF information is accurate and consistent with my employment work history?

You may verify your employment work history from the Employee Self Service (ESS) link of the County of Los Angeles (You are able to access the <https://ewp.lacounty.gov> link on your home computer as long as it is connected to the County network):

- Go to <https://ewp.lacounty.gov>.
- Enter your Username and Password.
- Select Employee Self Service
- Select View Profile.
 - o The Profile tab shows your current work history information.
 - o The Position tab shows your work history information beginning April 2012, the date the system was launched.

10. How do I read the Department code in the "Positions Held" section?

Each department is assigned a two-letter code, which designates an employee's home department on timesheets and paystubs. A list of all departmental codes is provided at the end of this FAQ document.

IV. INACCURATE INFORMATION IN YOUR EVF

11. Do I need to provide an explanation if I designate "Disagree" on the EVF?

Yes. You cannot submit the form without providing the reason why you disagree with the employment information presented on the EVF. Once you choose "Disagree" next to either the *Status Information* (Section IV) or *Prior Positions* (Section V), or you indicate that some of the information in the EVF is inaccurate on *Requestor Acknowledgment* (Section VI), a comment box will appear at the bottom of the page so you can provide an explanation; please avoid entering contractions or apostrophes in the comment box. You are also able to attach materials to support your claim.

12. Am I required to attach documents if I designate "Disagree" on the EVF?

Providing documentation is often compelling and may support and assist HR with its review, but not required.

13. I have already submitted my EVF; however, I just realized that my employment work history contained other incorrect information. What can I do?

You are unable to submit an EVF more than once in the online system. Please contact your Departmental Human Resources office for guidance or instruction on how you can modify your response.

14. My address on the EVF is incorrect. How do I note a correction?

All employees are urged to keep the contact information accurate and should correct any outdated or incorrect information as soon as possible to ensure your accuracy for any future correspondence. To make this change, go to <https://ewp.lacounty.gov> and make the change using the Employee Self Service (ESS) link and click on Update Address.

Please note that changes done to your mailing address thru this site will not update your Employment Verification Form (EVF) and should not delay the completion of your form. The EVF is intended to confirm the accuracy of your employment history only.

EXAMPLES The following section provides specific examples of questions employees could have when completing their EVF. These scenarios are intended to provide insight into possible solutions and review processes only and are not intended to address issues/complications pertaining to any specific classification or employment history.

V. COMMON EMPLOYEE QUESTIONS

15. My EVF is not showing one of my previous positions in my work history. What can I do?

Please verify your employment work history from the Employee Self Service link, <https://ewp.lacounty.gov>, to determine if your prior position is listed in your personnel file. Please note that work history that occurred prior to the conversion to the CWTAPPS and eHR systems (approx. 1990) may not be shown on the form; however, all work history information prior to 1990 is retained in your official personnel file.

While you do not need to include materials to support your claim in order to disagree with the form, providing compelling evidence to the contrary and including documents to support your claim will help Human Resources staff better understand your request and increase the likelihood of a quick correction.

16. My EVF shows an incorrect start date for my position in a previous Department. What can I do?

If your EVF contains incorrect employment dates, designate "Disagree." You may attach relevant documents to support your request for review.

17. I rejoined County service after spending a few years working elsewhere (e.g., I resigned from the County in 2017, but I was reinstated in 2019). My CSD is now listed as my most recent start date. Why?

Continuous Service is defined as "employment without interruption," with some exceptions for employees on leave, serving in the military, reemployment after layoff, or reinstatement that occurred prior to September 1, 1987. If you left County service for any reason outside of those exceptions (listed in full in Section II), then your CSD would reset to your most recent hire date.

18. I was a full-time employee with the Los Angeles County Superior Court before I joined a County department. Is my Superior Court employment included in my CSD?

Yes. Employment on a monthly or yearly basis with the Los Angeles County Superior Court, LACERA or Grand Jury is included in determining your CSD, so long as you did not have a break in service prior to joining the County.

19. I was previously laid off from the County and then re-hired back to County service from a reemployment list. How will this impact my CSD?

Since you were hired from a reemployment list, your CSD will be adjusted to exclude the time that you were not in service rather than restart from your new rehire date. For example, if you were away from County service between June 1, 2000 through August 31, 2000 (three months), your CSD would be moved up by three months to accommodate that gap.

20. Can I correct the EVF to show my functional title rather than my official job?

The EVF will only list the official payroll title. You can check your paystubs or performance evaluations to ensure they match.

21. When reviewing my work history, will my additional responsibilities bonus or out of class experience be represented on the EVF?

No. The EVF will only show an employee's official payroll title under their work history. No out of class experience will be considered on the form.

22. The payroll title for one of the positions I previously held changed over the years (i.e. Departmental Personnel Technician, Item Number 1848 is now called Management Analyst, Item Number 1848). How will that position be represented on the EVF?

The EVF will only list the current name of official payroll titles, regardless of what the title was called when you were in the position. You can confirm that the new title accurately reflects your work history by comparing the item numbers of your payroll titles. This can be found by looking at your paystubs.

23. My EVF shows that I have not completed my probationary period in my current classification; however, I just received my Report on Probationer a few days ago. How can this be corrected?

Please send the completed and signed EVF with the requested changes for correction. You may attach a copy of your Report on Probationer to facilitate the review.

LIST OF COUNTY DEPARTMENTAL CODES

| Dept. Code | Dept. Name |
|-------------------|---|
| AC | Auditor-Controller ND |
| AD | Alternate Public Defender |
| AM | Asset Management |
| AN | Animal Care and Control |
| AO | Chief Executive Office |
| AR | Museum of Art |
| AS | Assessor |
| AU | Auditor-Controller |
| AW | Agric Comm/Wts & Measures |
| BH | Beaches & Harbors |
| BS | Board of Supervisors |
| CA | Consumer and Business Affairs |
| CB | CEO - Budget & Operations Management Branch |
| CC | County Counsel |
| CD | Child Support Services |
| CF | CEO - Facility Asset Management (FAM) |
| CH | Children & Family Services |
| CP | Capital Projects |
| CS | Workforce Development, Aging and Community Services |
| DA | District Attorney |
| DR | Diversion and Re-entry |
| EB | Employee Benefits |
| FR | Fire Department |
| FS | Federal / State Disaster Aid |
| GJ | Grand Jury |
| HA | Health Agency |
| HC | Health Services - Integrated Correctional Health Services |
| HE | Online Real-Time Centralized Health Information Database |
| HG | LAC+USC Medical Center |
| HH | Harbor Care South |
| HJ | Juvenile Court Health Services |
| HK | Southwest |
| HM | Human Resources Dept |
| HN | Ambulatory Care Network |
| HO | Olive View-UCLA Medical Center |
| HP | Managed Care Services |
| HR | Rancho Los Amigos National Rehabilitation Center |
| HS | Health Services |
| IB | Insurance Budget |
| IO | Chief Information Officer |
| IS | Internal Services Dept |
| JD | Judgments & Damages |

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| LA | LAC+USC Replacement Project |
| LC | Los Angeles County - Capital Asset Leasing |
| ME | Department of Medical Examiner - Coroner |
| MH | Mental Health |
| MV | Military & Vets Affairs |
| NB | Non-Departmental / Unbudgeted |
| NC | Non-County Agencies |
| ND | Non-Departmental / Budgeted |
| NE | Non-County - Los Angeles County Office of Education |
| NG | 2011 Realignment |
| NH | Museum of Natural History |
| NJ | Joint Powers Authority |
| NL | NonCnty - Los Angeles County Employee Retirement Association |
| NP | Non-County / Payroll 3rd Party Vendors |
| NR | Los Angeles Regional Interoperability Communications System |
| NS | Non-County - Sanitation Districts |
| NT | Non-Departmental/Auditor-Controller Tax Division |
| NW | Non-Departmental / Workplace Programs |
| NZ | Non-County - School Districts Bond Debt Service |
| OE | Emergency Preparedness & Response |
| OM | Ombudsman |
| OS | Regional Park & Open Space District |
| PB | Probation Department |
| PD | Public Defender |
| PF | Project & Facility Development |
| PG | Substance Abuse Prevention and Control |
| PH | Public Health |
| PK | Parks & Recreation Department |
| PL | LA County Library |
| PP | Division of HIV and STD Programs |
| PR | Antelope Valley Rehabilitation Center |
| PS | Children's Medical Services |
| PW | Public Works Department |
| RE | Rent Expense |
| RP | Regional Planning Department |
| RR | Registrar-Recorder and County Clerk |
| RT | Arts and Culture |
| SC | Superior Court |
| SH | Sheriff |
| SS | Public Social Services Dept |
| SY | Office of Public Safety |
| TT | Treasurer & Tax Collector |