



SAN DIEGO STATE  
UNIVERSITY

The Center for  
Human Resources  
5500 Campanile Drive  
San Diego, CA 92182 · 1625  
Tel: 619 · 594-6404  
Fax: 619 · 594-1147

MEMO TO: The Center for Human Resources, San Diego State University

FROM: \_\_\_\_\_  
(Please Print Full Name)

Red ID#: \_\_\_\_\_

This is to request written verification regarding my employment at San Diego State University for the following indicated records:

- Position Title
- Date of Employment
- Monthly Salary
- Year-to-date Earnings, Current Year
- Prior Year Earnings

I understand that your policy is to only verify information which is confirmed by your payroll records.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Delivery Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_