
DIGITAL DOCUMENT REQUEST FORM

PART A. IDENTIFICATION

FIRST NAME:

LAST NAME:

EMPL ID:

OR Social Security No. (Last 4 Digits ONLY)

JOB TITLE:

DEPARTMENT:

PART B. DOCUMENTATION REQUESTED

Please use this form to request documents that are not accessible on the HR webpage. Most forms are available at <https://www.york.cuny.edu/administrative/human-resources/forms>, and can be submitted to HR via the secure document portal (<https://hrdocs.york.cuny.edu>). Contact Human Resources if unable to locate a specific needed document.

- Duplicate W-2 for year(s)
- Duplicate Pay Stub(s) for check dated
- Annual Leave Request Form (processed)
- Employment Verification Letter (please indicate information to be provided and to whom it should be addressed)
- Other

I certify that I am requesting that the Office of Human Resources process and return the above indicated document digitally via the Secure Document Portal.

Employee Signature: _____ Date: _____