

Salary and Wages Verification Policy

Financial institutions, housing/government agencies and insurance companies may submit requests for employees' salary and wages information to Payroll. Requests must be in writing and may be submitted via fax or US mail. In order to provide an accurate information, verbal requests for salary and wages information cannot be accepted.

Responses to written requests for salary and wages information will be made on the form provided only when the request is accompanied by a former or current employee's signed authorization to release such information. Essential information on the request form must also be completed to include name, social security number, phone number, and an address for which the form will be mailed. You may also include a self-addressed envelope with your request.

Verifications of wage and salary information are processed in the order received and on occasion require records be ordered to complete the request. Due to the high volume of requests, please allow up to seven (7) business days for a response in addition to mailing time.

For further clarification on definitions of compensation for the employees of Morgan Hill Unified School District, you may refer to the bargaining contract agreement, which can be found at our website:

<http://mhusd.org/human-resources/certificated-personnel/> for Certificated employees
<http://mhusd.org/human-resources/classified-personnel/> for Classified employees

Please submit requests to:

Morgan Hill Unified School District
15600 Concord Circle
Morgan Hill, CA 95037
or
Fax – (408) 201-6067

For questions, please contact: Danielle Nunes, Certificated Payroll (408) 201-6063
Michele Thomsen, Classified Payroll (408) 201-6062