

# Locked Query

## LQ\_050\_YTD\_Earnings

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Request for Verification of Employment - VOE

Sub-query committee member –Jean Bruno OCA

A common request for VOE is for Bank Mortgages (as seen here). The information needed in box 12A can be simply found in Payserv Query by running LQ\_050\_EE\_YTD\_EARNINGS

 Fannie Mae

### Request for Verification of Employment

Privacy Act Notice: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgage under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgage or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1462a (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FarmA).

Instructions: Lender - Complete items 1 through 7. Have applicant complete item 8. Forward directly to employer named in item 1.  
 Employer - Please complete either Part II or Part III as applicable. Complete Part IV and return directly to lender named in item 2.  
 The form is to be transmitted directly to the lender and is not to be transmitted through the applicant or any other party.

**Part I - Request**

1. To (Name and address of employer) \_\_\_\_\_ 2. From (Name and address of lender) \_\_\_\_\_

I certify that this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.

3. Signature of Lender \_\_\_\_\_ 4. Title \_\_\_\_\_ 5. Date \_\_\_\_\_ 6. Lender's Number (Optional) \_\_\_\_\_

I have applied for a mortgage loan and stated that I am now or was formerly employed by you. My signature below authorizes verification of this information.

7. Name and Address of Applicant (include employee or badge number) \_\_\_\_\_ 8. Signature of Applicant \_\_\_\_\_

**Part II - Verification of Present Employment**

9. Applicant's Date of Employment \_\_\_\_\_ 10. Present Position \_\_\_\_\_ 11. Probability of Continued Employment \_\_\_\_\_

**12A. Current Gross Base Pay (Enter Amount and Check Period)**

Annual  Hourly  
 Monthly  Other (Specify) \_\_\_\_\_  
 Weekly

\$ \_\_\_\_\_

**12B. Gross Earnings**

Type	Year To Date	Past Year	Past Year
Base Pay	Thru \$ _____	\$ _____	\$ _____
Overtime	\$ _____	\$ _____	\$ _____
Commissions	\$ _____	\$ _____	\$ _____
Bonus	\$ _____	\$ _____	\$ _____
Total	\$ 0.00	\$ 0.00	\$ 0.00

20. Remarks (If employee was off work for any length of time, please indicate time period and reason) \_\_\_\_\_

**13. For Military Personnel Only**

Pay Grade	Monthly Amount
Type _____	\$ _____
Base Pay	\$ _____
Quarters	\$ _____
Pro Pay	\$ _____
Overseas or Combat	\$ _____
Variable Housing Allowance	\$ _____

**14. If Overtime or Bonus is Applicable, Is Its Continuance Likely?**

Overtime  Yes  No  
 Bonus  Yes  No

15. If paid hourly - average hours per week \_\_\_\_\_

16. Date of applicant's next pay increase \_\_\_\_\_

17. Projected amount of next pay increase \_\_\_\_\_

18. Date of applicant's last pay increase \_\_\_\_\_

19. Amount of last pay increase \_\_\_\_\_

**Part III - Verification of Previous Employment**

21. Date Hired \_\_\_\_\_ 23. Salary/Wage at Termination Per (Year) (Month) (Week) \_\_\_\_\_  
 Base \_\_\_\_\_ Overtime \_\_\_\_\_ Commissions \_\_\_\_\_ Bonus \_\_\_\_\_

22. Date Terminated \_\_\_\_\_

24. Reason for Leaving \_\_\_\_\_ 25. Position Held \_\_\_\_\_

**Part IV - Authorized Signature** - Federal statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance

A quick run of the LQ\_050 will return results for one year of Gross Earnings. Where do you find this query, you ask? :

Office of the State  
**COMPTROLLER**  
NEW YORK STATE COMPTROLLER  
Thomas P. DiNapoli

Log Out Change Profile

PayServ Applications

- PayServ
- PS Query**
- Reports
- Control D

New York State Office of the State Comptroller  
Thomas P. DiNapoli, State Comptroller

PS Query Bulletin Board

Announcements

Welcome to PS Query! This Bulletin Board will provide you with important information related to PS Query. The most recent notices will be posted at the top of the page. Check the Bulletin Board for new information each time you log in to PS Query.

**Proceed to PS Query**

Query Data Dictionary

Locked Generic Queries

Payroll Services Web Page

PayServ - The NYS Payroll System

Favorites Main Menu Reporting Tools Query Query Manager

Query Manager

Reporting Tools

Query

Query Manager

### Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By Query Name begins with

Search **Advanced Search**

### Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

Query Name contains LQ\_050

Description begins with

Search Results

\*Folder View -- All Folders --

Check All Uncheck All \*Action -- Choose -- Go

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	<b>LQ_050_EE_YTD_EARNINGS</b>	YTD Earnings for EE	Public	LOCKED	Edit	HTML	Excel	XML	Schedule	Lookup References

# Upon choosing Excel as a means of running this query a “Prompt” is your next step:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References
<input type="checkbox"/>	LQ_050_EE_YTD_EARNINGS	YTD Earnings for EE	Public	LOCKED	Edit	HTML	Excel	XML	Schedule	Lookup References



## Hmmm...What is a prompt??

A prompt makes the query more flexible because the user can filter the results at run-time by entering a value in a prompt box . Please join us for a Sub-query meeting to learn more about the query lingo!



### LQ\_050\_EE\_YTD\_EARNINGS - YTD Earnings for EE

EMPLID equals:

Calendar Year (YYYY) equals:



After applying the “N” number and calendar year(s) needed i.e. 2015, 2016 and 2017 (each run separately) the results are now available to complete Box 12A of the VOE request:

Name	ID	Year	RCD	Earn Code	Descr	Hours YTD	Gross YTD
SMITH,JOHN	N01502627	2015	0	LOC	Location Pay	0.00	3679.39
SMITH,JOHN	N01502627	2015	0	LT1	Lost Time	-5.60	-431.70
SMITH,JOHN	N01502627	2015	0	RGS	Regular Pay Salary Employee	2080.00	155375.91
SMITH,JOHN	N01502627	2015	0	JRB	Judicial Ratification Bonus	0.00	1000.00
SMITH,JOHN	N01502627	2015	0	JLO	Judicial Longevity	0.00	2100.00
SMITH,JOHN	N01502627	2015	0	RRS	Retro Regular Pay Salaried	0.00	1278.31

Name	ID	Year	RCD	Earn Code	Descr	Hours YTD	Gross YTD
SMITH,JOHN	N01502627	2016	0	RGS	Regular Pay Salary Employee	2080.00	156968.44
SMITH,JOHN	N01502627	2016	0	LOC	Location Pay	0.00	3683.68
SMITH,JOHN	N01502627	2016	0	JLO	Judicial Longevity	0.00	2100.00

Name	ID	Year	RCD	Earn Code	Descr	Hours YTD	Gross YTD
SMITH,JOHN	N01502627	2017	0	RGS	Regular Pay Salary Employee	1920.00	131112.26
SMITH,JOHN	N01502627	2017	0	LOC	Location Pay	0.00	3403.20
SMITH,JOHN	N01502627	2017	0	JLO	Judicial Longevity	0.00	2150.00
SMITH,JOHN	N01502627	2017	0	RRS	Retro Regular Pay Salaried	0.00	5020.04



# QUESTIONS

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