



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES
OFFICE OF THE CAMPUS REGISTRAR
HUMAN RESOURCES DIVISION

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TO: ALL STAFF

FROM: DIRECTOR, HUMAN RESOURCES DIVISION *Depland*

DATE: MARCH 13, 2023

SUBJECT: HR PROCEDURES FOR PROCESSING OF JOB LETTERS

Please be reminded of the Human Resources Division procedures with respect to the processing of requests for job letters to third party organizations (financial institutions, embassies, etc.). **All job letters are to be administrated through the Human Resources Division.** Job letters are not to be prepared by the faculty/department in response to a request from a staff-member.

Employees are reminded when making their requests that the processing time from receipt of the request for a job letter, to collection of the completed document, is two (2) working days, as far as is practicable. Further, job letters are generated through templates within our PeopleSoft HRIS system and therefore reflects employee contract information in the system at the time of request. Please note the following procedures.

Requests for Job Letters

All requests for job letters are to be submitted by e-mail to the Campus Service Desk only (servicedesk@sta.uwi.edu), with "Job Letter Request" as the e-mail subject line. The following details are to be included in the e-mail request: -

1. Employee Name.
2. Identification Number (PeopleSoft).
3. Name of recipient institution (e.g. Financial Institution, Embassy)
Job letters can also be addressed "To Whom It May Concern".
4. Address of the recipient institution.
5. Arrangements for collection.

These details are necessary to allow for secure and electronic tracking of all job letter requests and for adequate verification/confirmation of the contents of the job letter with the recipient institution.

Collection of Job letters

Employees are required to present photo identification to collect job letters and sign as having collected the letters. An authorization letter is required where the employee opts to have someone collect the letter on his/her behalf. Job letters will not be released to anyone without the required identification in place. Letters are to be collected from the Human Resources Division within 10 working days. Letters not collected within a reasonable time-frame may, on investigation, be cancelled/withdrawn. Alternatively, employees can choose to have job letters forwarded electronically through their **UWI e-mail account**.

Please be guided accordingly.

CC-C/dt