

Emory University
The Work Number

Employees
Guide to
Employment Verification

The Work Number

Employment and income verifications may be required when applying for a mortgage or loan, for reference checking, leasing an apartment, establishing credit or any other instance where proof of employment or income is needed. The individual employee is responsible for authorizing the release of this information to the verifying organization. It is the policy of Emory University to protect the privacy of each employee. Organizations who wish to verify the employment of an Emory University employee should use an automated external employment verification service designated by Emory University called ***The Work Number***.

Emory University employees have the option of either using ***The Work Number*** or of having the third party requiring the verification fax a request (with a signature authorizing release of income data) to Human Resources Data Services at (404) 727-4008.

The Work Number Contact Information

Information for Employees:

Emory University Employer Code: 11332
The Work Number Access Information: www.theworknumber.com
1-800-367-2884 The Work Number Customer Service: 1-800-996-7566
1-800-424-0253 (TTY-Deaf)

Information for Verifiers:

Emory University Employer Code: 11332
The Work Number Access Information: www.theworknumber.com
1-800-367-5690 The Work Number Customer Service: 1-800-996-7566
1-800-424-0253 (TTY-Deaf)

Information for Social Services Agencies:

Emory University Employer Code: 11332
The Work Number Access Information: www.theworknumber.com
1-800-660-3399 The Work Number Customer Service: 1-800-996-7566
1-800-424-0253 (TTY-Deaf)

The Work Number

Current and former Emory University employees may use ***The Work Number*** to

- verify employment
- verify employment plus income
- verify eligibility for social services such as food stamps or public housing

Employees or Verifiers needing assistance in using ***The Work Number*** services should direct all questions to Talk Customer Service:

Monday – Friday, 8:00am – 9:00pm

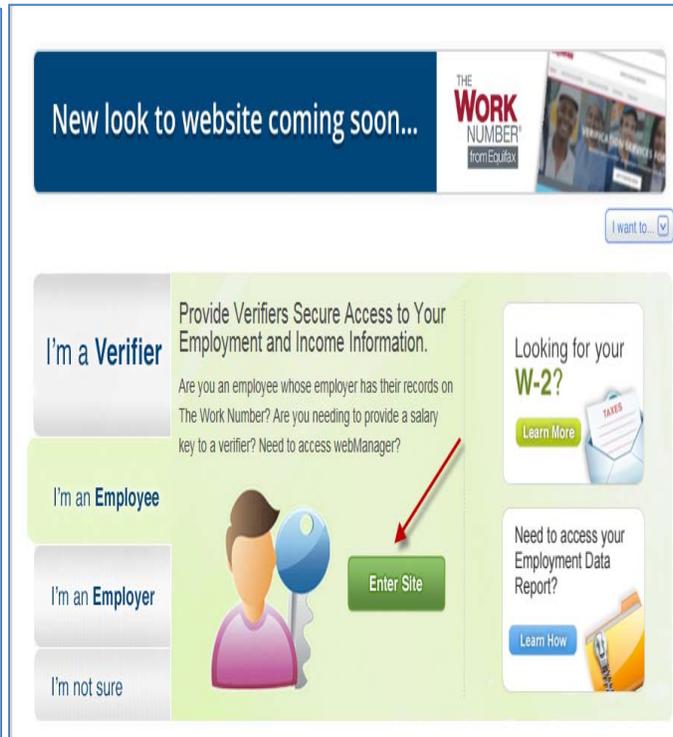
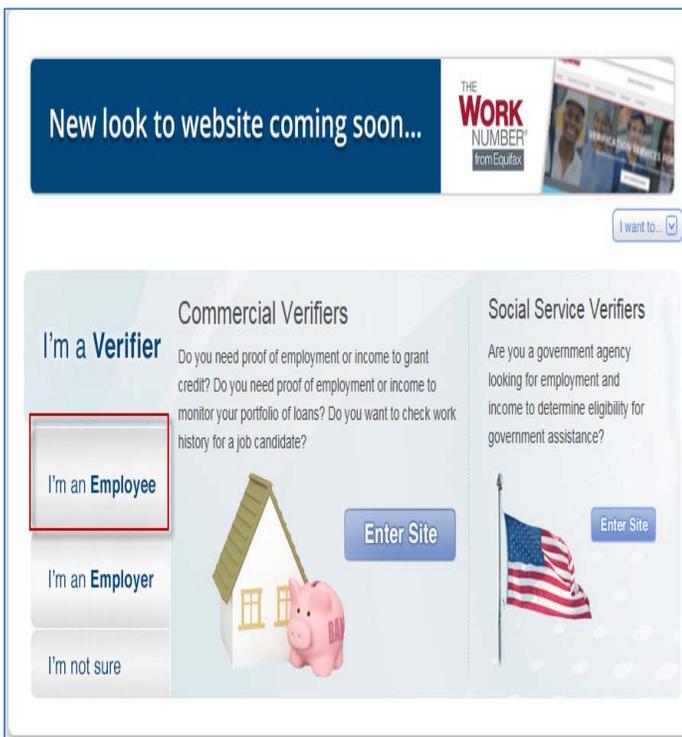
1-800-996-7566

1-800-424-0253 (TTY-Deaf)

To verify **employment only**, the employee can provide the third party (typically an employer or lending officer) with either the 800 number for **The Work Number** (1-800-367-5690) or the web address (www.theworknumber.com). To complete the transaction, the verifier will also need the employee's name, social security number and the Emory University employer code (11332).

To verify **employment and income**, the third party will also require from the employee a numerical code called a salary key. The salary key allows the Verifier to access the employee's salary data. The employee can obtain a salary key by contacting TALX The Work Number at 1-800-367-5690 or by going to the website to generate one. The salary key can only be used once.

To obtain a Salary Key via the web site, the employee will click on "**I'm an Employee**" and then "**Enter Site**".



Click on **“Provide Consent to a Verifier”**. (On this page there is a demo/tutorial on how to create a salary key.)

WORK NUMBER
from Equifax

Home Employment Data Report Why The Work Number FCRA Employee Data Dispute Help **Log In**

Security

Your personal data is protected with stringent physical and electronic security standards and protocols.

SSAE - 16 • FISMA NIST 800-53

Privacy Better Service Consent **Security**

About Verifications

A verification allows you to prove you are employed and prove your income. Using The Work Number and with your consent, verifiers retrieve your information quickly and easily online.

[Learn More](#)

Fair Credit Reporting Act

We're committed to safeguarding your privacy, and we fully comply with FCRA requirements.

[Learn More](#)

Want to do something else?

- [Request Annual Employment Data Report](#)
- [Provide Consent to a Verifier](#)**
- [Access webManager](#)
- [Go to Commercial Verifier Site](#)
- [Go to Social Service Verifier Site](#)
- [Access your W-2](#)

Value of Verifications for Employees

Demos and Tutorials

- [How to Create a Salary Key](#)
- [How to Get Your Employment Data Report](#)

Frequently Asked Questions

- [How do I use The Work Number?](#)
- [What Information does a lender or other verifier get from The Work Number?](#)

Click on **“Log In”** and then **“Log In”** again.

THE WORK NUMBER
from Equifax

Home Employment Data Report Why The Work Number FCRA Employee Data Dispute Help **Log In**

Help

Demos
Tutorials
FAQ

Frequently Asked Questions

Topic:

General Information

- [What is The Work Number®?](#)
- [How do I use The Work Number®?](#)
- [What information does a lender or other verifier get from The Work Number®?](#)
- [Can just anyone get my income information from The Work Number®?](#)
- [Is The Work Number secure?](#)
- [How do I provide proof of my employment or income to someone who needs it?](#)

The Work Number is a fully automated service. Please direct whoever is in need of proof of your employment

Do you need to log in?

You may not need to log in to The Work Number, unless you need to:

- Obtain a copy of your Employment Data Report (EDR)
- Obtain a copy of your Immigration Verification (if the service is offered by your employer)

You will also need to log into The Work Number to create a Salary Key *only* if directed by an organization needing to verify your income.

For options described above, please **LOG IN.**

For all other information and answers to frequently asked questions, please [CLICK HERE.](#)

Enter the “Employer Code”, 11332, and click on “Log In”.

THE WORK NUMBER from Equifax

New look to website coming soon...

THE WORK NUMBER from Equifax

Home Employment Data Report Why The Work Number FCRA Employee Data Dispute Help

Log In

Enter your Employer Name or Code:

11332 Find employer name

Remember my ID on this Computer

Log In

On this page you will click on “This Link”.

TWN-EE-ER

Emory

Enter your SSN to log in.

Active Employees can no longer access this site directly. Please login with your Emory ID at [This Link](#)

Inactive Employees should login b more

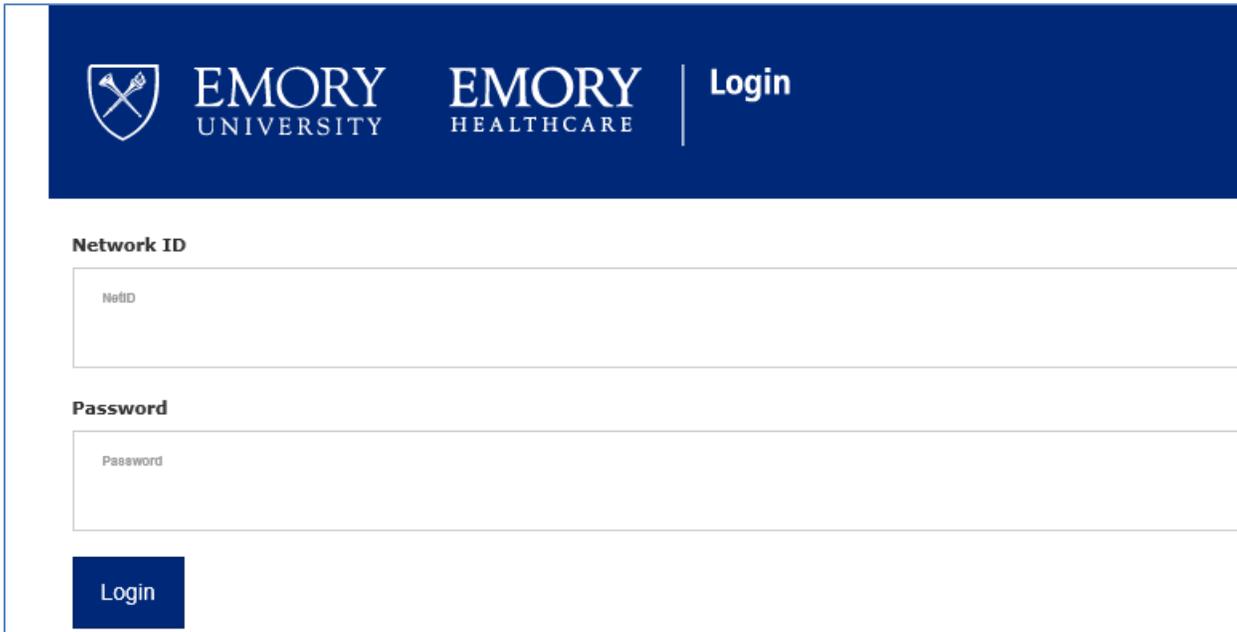
SSN:

Forgot SSN?

Continue >

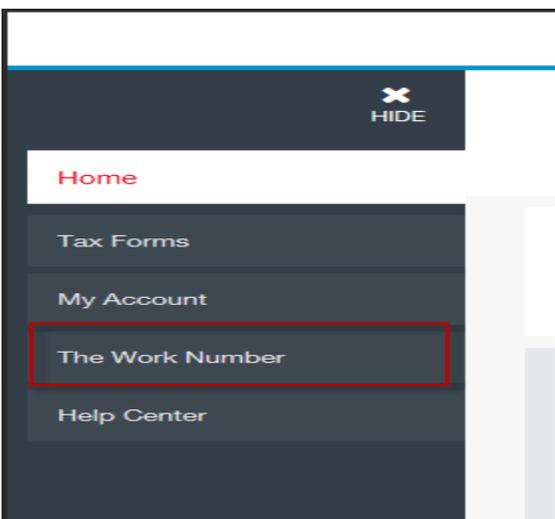
The Work Number

Enter your “Net Id” and “Password” and click on “Login”.



The login page features a dark blue header with the Emory University and Emory Healthcare logos on the left and the word "Login" on the right. Below the header, there are two input fields: "Network ID" with a placeholder "NetID" and "Password" with a placeholder "Password". A blue "Login" button is positioned at the bottom left of the form area.

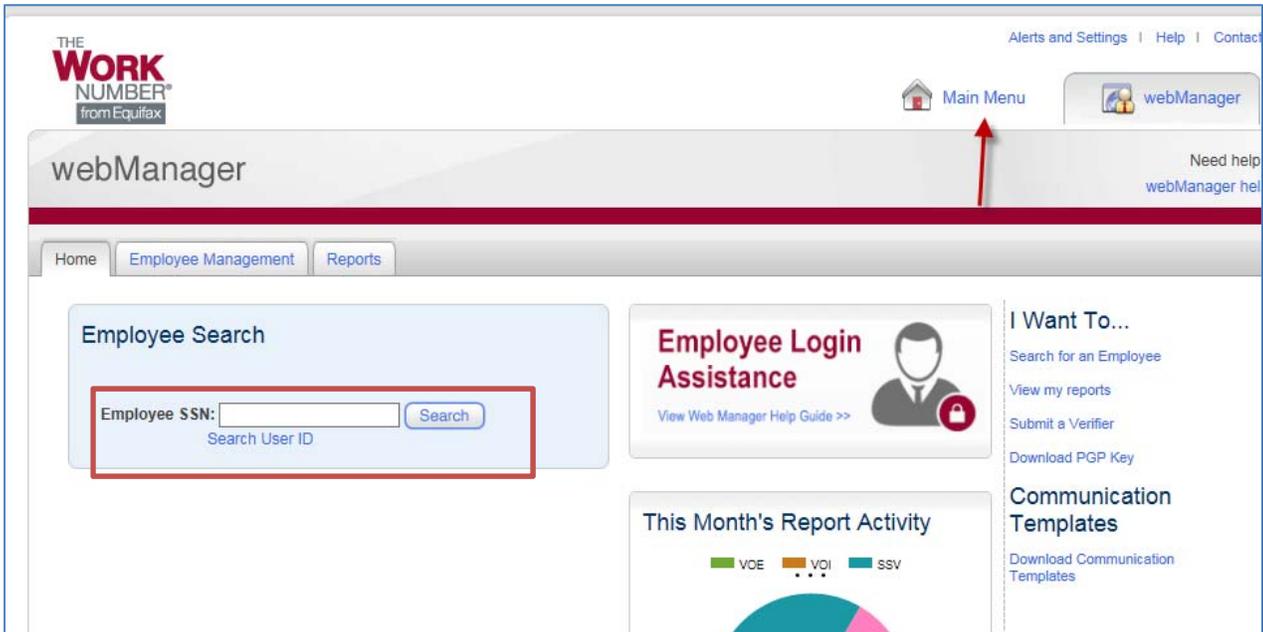
On the Tax Form Management page, click on “Menu” on left side of page



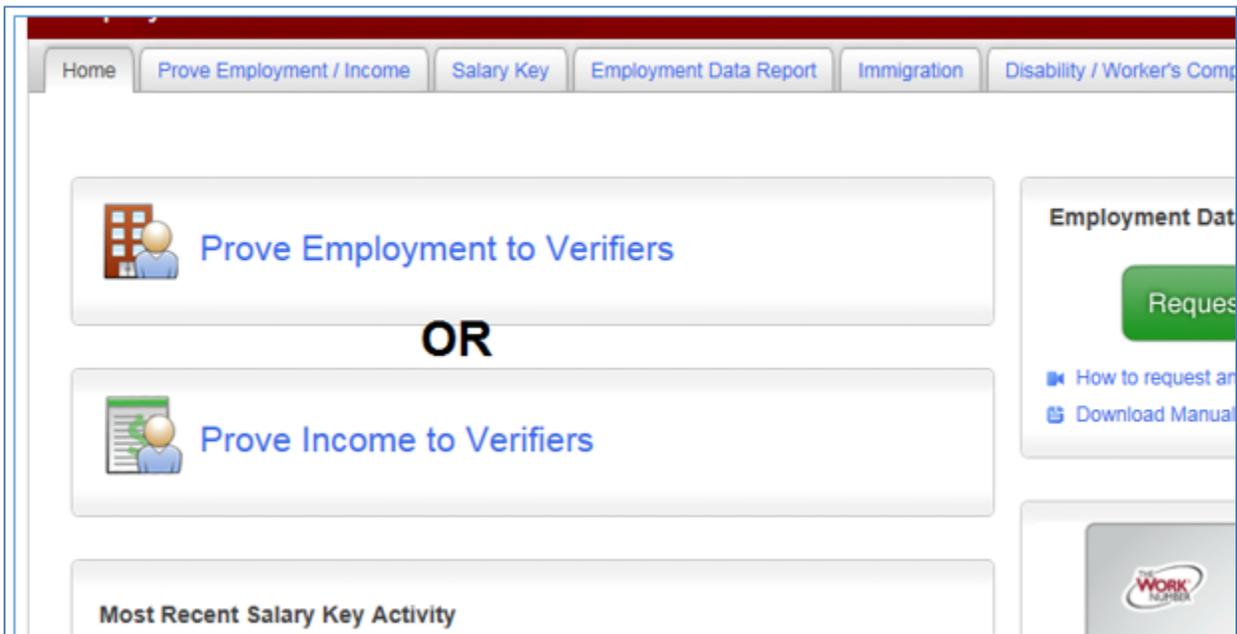
Select “The Work Number” from the list.

The Work Number

On the webManager page, enter your Social Security Number without the dashes and click on **“Main Menu”**.



Employment can be verified with or without income.



To prove employment only:

The screenshot shows the 'Employee' page on The Work Number website. The navigation bar includes 'Home', 'Prove Employment / Income', 'Salary Key', 'Employment Data Report', 'Immigration', and 'Disability / Worker's'. The main content area is titled 'Prove Employment Instructions' and contains the following text:

To prove employment, follow the quick instructions below.

1. Give the lender your **Employer Code**. [what's this?](#)
2. Give the lender your **Social Security Number**. [why?](#)
3. Tell your lender to go to www.theworknumber.com and enter this information to get a verification.

Below the instructions is a laptop icon and the text: 'Verifiers must be registered with The Work Number to access your employment information.'

To prove employment with income a Salary Key has to be created. The salary key is a six digit number that you will give to the Verifier.

The screenshot shows the 'Employee' page on The Work Number website, specifically the 'Prove Income Instructions' section. The navigation bar includes 'Home', 'Prove Employment / Income', 'Salary Key', 'Employment Data Report', 'Immigration', and 'Disability / Worker's Comp'. The main content area is titled 'Prove Income Instructions' and contains the following text:

To prove income, follow the quick instructions below.

1. Give the lender your **Employer Code**. [what's this?](#)
2. Give the lender your **Social Security Number**. [why?](#)
3. **Create a Salary key** to give to the lender as employee authorization for release of income. [Create Salary Key >>](#)

Below the instructions is a grey box with the text: 'Other acceptable forms of employee authorization:' followed by a list:

1. electronic signature
2. signature on an application or rental document.

At the bottom of the page, there is a fourth instruction: '4. Tell your lender to go to www.theworknumber.com and enter this information to get a verification.'

A red arrow points to the 'Create Salary Key >>' button.

The Work Number

Click on “+New Salary Key”.

The screenshot shows the 'Employee' section of the application. At the top, there are navigation tabs: Home, Prove Employment / Income, Salary Key, Employment Data Report, Immigration, and Disability / Worker's Comp. Below these is a sub-header 'View / Create Salary Key' and 'Salary Key activity'. A search bar with 'Select Column', 'Search', and 'Reset' buttons is present. A table with columns 'Salary Key', 'Date Requested', 'Date / Time Created', 'Expiration Date', 'Status', 'E-mail', and 'Print' is shown. Below the table, it says 'You have no active Salary Keys'. A blue button labeled '+ New Salary Key' is centered at the bottom, with a red arrow pointing to it from the right.

A six digit **Salary Key** is created that can be emailed, printed or deleted.

The screenshot shows the 'Employee' section with a table containing one salary key entry. The table has columns: Salary Key, Date Requested, Date / Time Created, Expiration Date, Status, E-mail, Print, and Delete. The entry has a date of 12/04/2018, time of 11:24:01 AM, expiration of 06/04/2019, and status of New. A red box highlights the 'E-mail', 'Print', and 'Delete' buttons for this entry. A red arrow points to the first cell of the table. The page also shows a '+ New Salary Key' button at the bottom and a 'View: 10 at a time' dropdown in the top right.

Click on “Log Out” to exit *The Work Number*.

The screenshot shows the top right corner of the application. It includes the text 'Employment Verifications | My Other Solutions' and a 'Member:' field. A 'Log Out' button is highlighted with a red box. Below this is the 'THE WORK NUMBER from Equifax' logo and navigation tabs for 'Main Menu' and 'webManager'. The 'Employee' section header is visible at the bottom.