

# Employment and Income Verification

Verifications of employment and income requests are handled through *The Work Number*.



The Work Number is an automated service that quickly and securely provides instant employment and income verifications when applying for a loan, buying a car, leasing an apartment, qualifying for public assistance or similar instances. PASSHE securely transmits employment and income data to The Work Number on a regular cycle so the information remains current. The service is available 24 hours a day, 7 days a week.

## ? What do I need to do?

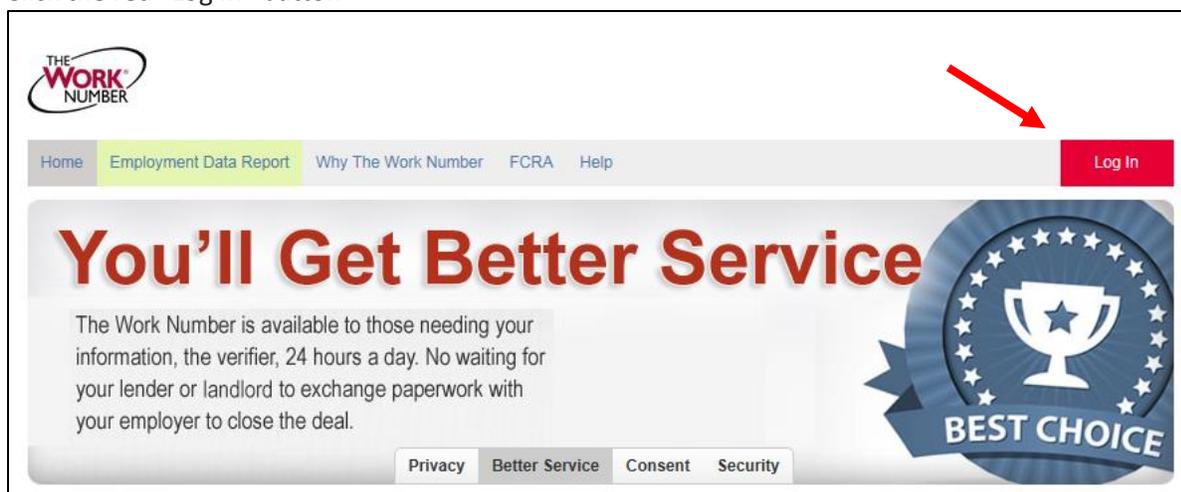
For GENERAL VERIFICATION OF EMPLOYMENT STATUS & DATES...provide the information listed below to the lender or public assistance agency.

1. The Work Number access methods:
  - Online at [www.theworknumber.com](http://www.theworknumber.com)
  - (800) 367-5690 / (800) 424-0253 for TTY if hearing impaired
2. The PASSHE Employer code: 15972
3. Your Social Security number

For VERIFICATION OF SALARY INFORMATION...follow the steps below to generate a "Salary Key".

A "Salary Key" is a unique 8-16 digit number which allows verifiers one-time access to your income data.  
A "Salary Key" can also be requested by calling The Work Number at 1-800-367-2884 [TTY: 1-800-424-0253]

1. Visit the website, [www.theworknumber.com/employees](http://www.theworknumber.com/employees)
2. Click the red "Log In" button



3. Click the hyperlink LOG IN in the pop-up window

### 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](#).**



4. In the “Enter your Employer Name or Code” field: Enter the PASSHE Employer code, 15972, and click the red “Log In” button



Home **Employment Data Report** Why The Work Number FCRA Help

## Log In

Enter your Employer Name or Code:

[Find employer name](#)

Remember my ID on this Computer

[How to Log In](#)  
[View Demo](#)

**Log In**



5. Click the hyperlink “I want to provide proof of employment AND income.”

**THE WORK NUMBER**

← Home Privacy Policy → Help →

### Employee Login

**Pennsylvania State System of Higher Education**

If you **only** need to provide proof of employment to someone (no proof of income), you may not need to login. Select an option below so we can serve you best.

- [I want to provide someone proof of my employment only.](#)
- [I want to provide proof of employment AND income.](#)
- [I want to get my Employment Data Report.](#)
- [I want to use other account features.](#)

6. In the “Enter your User ID to log in” field: Enter your Social Security number (no spaces or hyphens)

**Log In**

**Pennsylvania State System of Higher Ed**

Enter your User ID to log in.

User ID:

[Continue >](#)

7. Enter your PIN # (Last four digits of your SSN plus your year of birth)

**Log In**

**Pennsylvania State System of Higher Ed**

Enter your PIN.

In an effort to adopt a new, simplified yet equally secure login process, we are no longer displaying the security image feature

Do not show me this message in the future

PIN:

[Forgot your PIN?](#)

[< Back](#) [Log in](#)

8. Complete personal information fields. (only completed on initial entry)
9. Reset your PIN. The PIN should be 8-16 characters and/or numbers. See **Note** below...

### PIN Set ✕

Please choose a new PIN below. Make sure your PIN is easy for you to remember, but difficult for others to guess. When you are finished, click 'Save'.

**Note:** New PIN must be unique and must not be your Employer-assigned PIN.  
If you plan to use the automated phone system, your new 8 to 16 character PIN should be numbers only.

Current PIN:

New PIN:

Re-enter New PIN:

10. Enter your email address (only completed on initial entry)
11. Setup security questions (only completed on initial entry)
12. Click the blue “+ New Salary Key” button



## Prove Income to Verifiers

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### Most Recent Salary Key Activity

Salary Key	Date Requested	Last Updated	Status
Data Unavailable			



13. Provide the Salary Key to the person seeking your proof of income, and direct him/her to [www.theworknumber.com](http://www.theworknumber.com) to complete the verification process.