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.

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
   - (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
2. Click the red “Log In” button
3. Click the hyperlink LOG IN in the pop-up window

4. In the “Enter your Employer Name or Code” field: Enter the PASSHE Employer code, 15972, and click the red “Log In” button
5. Click the hyperlink “I want to provide proof of employment AND income.”

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

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

   **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:

   [Cancel] [Save]

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](image)

   **Most Recent Salary Key Activity**

<table>
<thead>
<tr>
<th>Salary Key</th>
<th>Date Requested</th>
<th>Last Updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Unavailable</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   ![+ New Salary Key](image)

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