

Employment Verification

The Work Number can be used anytime, anywhere – available 24 hours a day, 7 days a week.

Access The Work Number via www.theworknumber.com or 1-800-367-2884

Available Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY Deaf)

Monday – Friday, 7 am – 8 pm (CST)

Why The Work Number?

The General Services Administration, Payroll Services Branch, has contracted for an automated service - The Work Number - that verifies your employment and income in a matter of minutes with a single visit to its website or phone call.

The Work Number provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

What Kinds of Information Does The Work Number Provide

You can give a potential employer or lender access to two levels of information about you:

1. Employment Verification
2. Employment Verification and Income Verification

If Someone Wants to Verify My Employment, What Do I Do?

Ask if the following information is sufficient:

- First name, middle initial, and last name spelled out
- Your employment status
- Most recent start or termination date
- Total time with your agency
- Job title

If this information is sufficient, simply provide your social security number to the verifier.

What if Someone Needs Additional Information About My Employment and Income?

In addition to the basic information, you can authorize the system to give a verifier the following information pertaining to you:

- Total salary
- Gross earnings year-to-date
- Overtime
- Bonuses
- Gross earnings for the prior 2 years

To receive employment and income verification, the verifier will need a 6-digit code called a “Salary Key”. You can have a maximum of 3 “Salary Keys” at one time.

Follow These Easy Steps:

The employee should go to The Work Number at: www.theworknumber.com
or call 1-800-367-2884

Click on “I’m an Employee”, “Enter Site”, then click on “Log In.”

If you have never logged into The Work Number site before, you will need the following information:

Your Agency Employer Code

(See the Listing of The Work Number Company Codes for GSA and Client Agencies)

Your User ID (Social Security Number)

Your PIN (consists of 4 digits of your
birth year + last 4 digits of your SSN)

You will then be asked to validate your identity by providing your email account to receive a one-time passcode. Once you receive the passcode, type it into the appropriate box, then click “continue.”

You may be asked to update personal information to improve the security of your data. Once you have provided the additional information, click “Save.”

You will then have the option to either Prove Employment or Prove Income to Verifiers.

To Prove Employment/Income

To prove employment or income, click on the Prove Employment/Income” tab, then select either “Prove Employment Instructions” or “Prove Income Instructions.” Follow the instructions provided. You will need to **Create a Salary key** to give to the lender as employee authorization for release of employment/income information. To create a salary key, click on the “Salary Key” tab and then on “+New Salary Key.” A new Salary Key will be provided.

Tell your lender to go to www.theworknumber.com and enter this information to get verification. Verifiers must be registered with The Work Number to access your employment information.

You can also request an Employment Data Report by clicking on the “Employment Data Report” tab and following the instructions provided. Your Employment Data Report includes all employment data sent to The Work Number by your employer. The information provided in this report is an unofficial report, intended for personal use only. It is not intended for verification purposes. Click on the “Get Instant Online Report” button. Once the information is accumulated, you can print out your report. Google Chrome works best for reviewing and printing the report. If you are having trouble printing your instant Employment Data Report, you will have to print the manual request form to request the report manually.