

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 Verifies 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)

The Work Number

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"**.

The screenshot shows the 'VERIFICATION SERVICES' page on the The Work Number website. The page has a navigation bar with 'Main Menu' and 'Contact Us' links, and a search bar. A dropdown menu is open, showing three options: 'I'm a Verifier', 'I'm an Employee', and 'I'm not sure'. The 'I'm an Employee' option is highlighted with a green border. Below this menu, there is a central section with the heading 'Provide Verifiers Secure Access to Your Employment and Income Information.' and a sub-heading 'Are you an employee whose employer has their records on The Work Number? Are you needing to provide a salary key to a verifier? Need to access webManager?'. To the right of this text is an illustration of a person holding a large blue key. Below the illustration is a green button labeled 'Enter Site'. To the right of the central section, there are two promotional boxes. The top box is titled 'Looking for your W-2?' and includes a 'Learn More' button and an icon of an envelope with 'TAXES' written on it. The bottom box is titled 'Need to access your Employment Data Report?' and includes a 'Learn How' button and an icon of a folder with a document.

The Work Number

Click on “Log In”.



Click on “Log In” again.

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**.

The Work Number

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



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

Log In



Enter your Employer Name or Code:
 Find employer name

Remember my ID on this Computer

[Log In](#) ←

How to Log In
[View Demo](#)

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

Log In

Emory

Enter your Account # 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 below. Recently termed employees may have to wait up to 1 week after their term date.

Account #:


[Forgot Account #?](#)

[Continue >](#)

TALX Corporation, All Rights Reserved

The Work Number

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

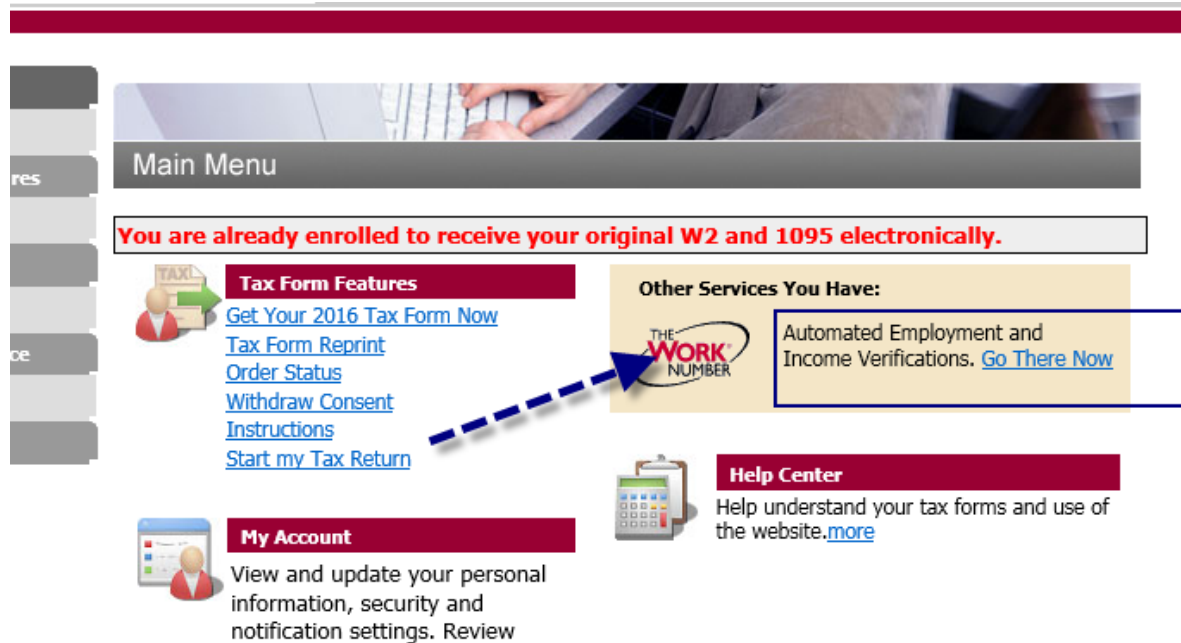
**Login**

Network ID

Password

Login

Click on “Go There Now”



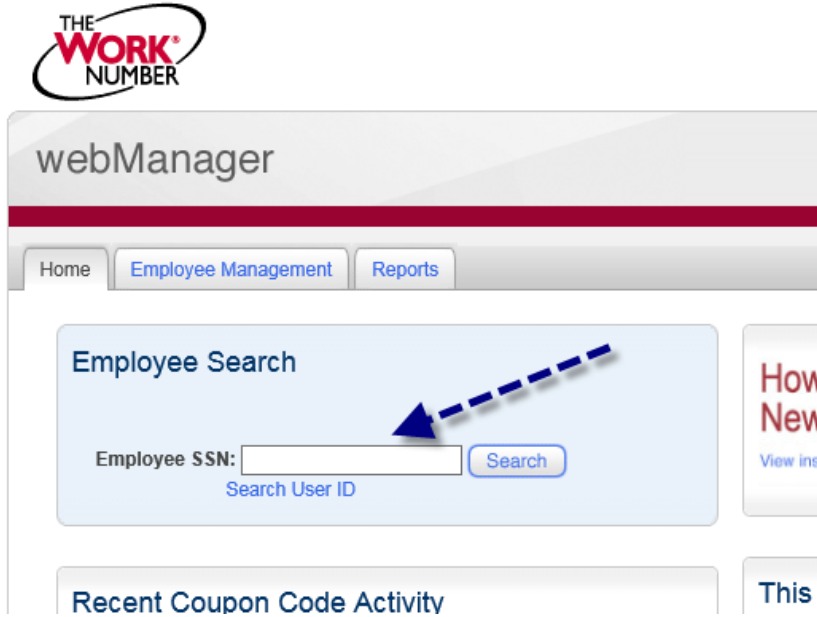
The screenshot shows a website interface with a dark red header. On the left is a vertical navigation menu with items like 'res' and 'ce'. The main content area features a banner with a keyboard image and the text 'Main Menu'. Below this is a red notification bar: 'You are already enrolled to receive your original W2 and 1095 electronically.' The interface is divided into several sections:

- Tax Form Features** (with a tax icon):
 - [Get Your 2016 Tax Form Now](#)
 - [Tax Form Reprint](#)
 - [Order Status](#)
 - [Withdraw Consent](#)
 - [Instructions](#)
 - [Start my Tax Return](#)
- Other Services You Have:** (with 'THE WORK NUMBER' logo)
 - Automated Employment and Income Verifications. [Go There Now](#)
- My Account** (with a person icon):
 - View and update your personal information, security and notification settings. Review
- Help Center** (with a calculator icon):
 - Help understand your tax forms and use of the website. [more](#)

A blue dashed arrow points from the 'Start my Tax Return' link to the 'Go There Now' link in the 'Other Services' section.

The Work Number

Enter your Social Security Number without the dashes.



THE WORK NUMBER

webManager

Home Employee Management Reports

Employee Search

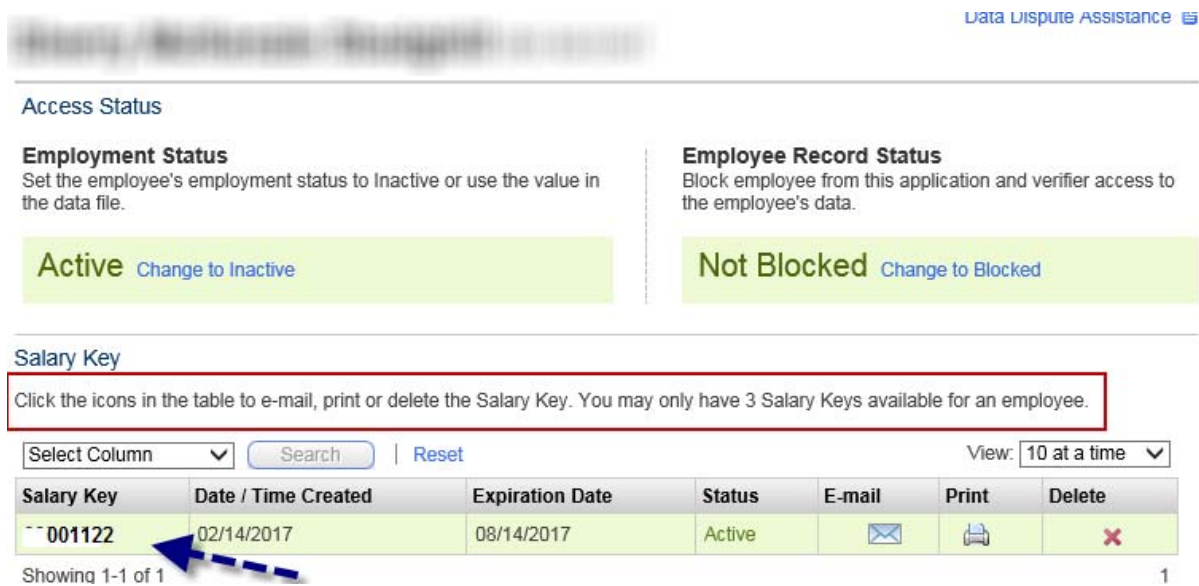
Employee SSN: Search

[Search User ID](#)

How New [View ins](#)

Recent Coupon Code Activity This

The salary key is a six digit number that you will give to the Verifier.



[Data Dispute Assistance](#)

Access Status

Employment Status
Set the employee's employment status to Inactive or use the value in the data file.

Employee Record Status
Block employee from this application and verifier access to the employee's data.

Active [Change to Inactive](#)

Not Blocked [Change to Blocked](#)

Salary Key

Click the icons in the table to e-mail, print or delete the Salary Key. You may only have 3 Salary Keys available for an employee.

Select Column Search | Reset View: 10 at a time

Salary Key	Date / Time Created	Expiration Date	Status	E-mail	Print	Delete
001122	02/14/2017	08/14/2017	Active			

Showing 1-1 of 1

The Work Number

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

The screenshot displays the webManager interface for The Work Number. At the top, there is a navigation bar with links for "Employment Verifications", "My Other Solutions", "Member", "My Account", and "Log Out". The "Log Out" link is highlighted with a red rectangular box. Below the navigation bar, the "THE WORK NUMBER" logo is visible on the left, and "Main Menu" and "webManager" buttons are on the right. The main content area features a "webManager" header and a "Need help? webManager help" link. A breadcrumb trail shows "Employee Search > Employee Detail". The "Access Status" section includes "Employment Status" (set to Active) and "Employee Record Status" (set to Not Blocked). Below this is a "Salary Key" section with a table and search controls.

Employment Verifications | My Other Solutions | Member | My Account | **Log Out**

Alerts and Settings | Help | Contact Us

THE WORK NUMBER

Main Menu | webManager

webManager

Need help? webManager help

Home | Employee Management | Reports

Employee Search > Employee Detail

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Salary Key	Date / Time Created	Expiration Date	Status	E-mail	Print	Delete
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