Employees

Guide to

Employment Verification
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 Employee Code: 11332
The Work Number Access Information: [www.theworknumber.com](http://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 Employee Code: 11332
The Work Number Access Information: [www.theworknumber.com](http://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 Employee Code: 11332
The Work Number Access Information: [www.theworknumber.com](http://www.theworknumber.com)
1-800-660-3399 The Work Number Customer Service: 1-800-996-7566
1-800-424-0253 (TTY-Deaf)
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 Talx 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”.

---

The Work Number

---

New look to website coming soon...
Click on "Provide Consent to a Verifier". (On this page there is a demo/tutorial on how to create a salary key.)

Click on "Log In" and then "Log In" again.
Enter the “Employer Code”, 11332, and click on “Log In”.

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

Active Employees can no longer access this site directly. Please login with your Emory ID at This Link. Inactive Employees should login b more.
Enter your “Net Id” and “Password” and click on “Login”.

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

Select “The Work Number” from the list.
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:

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.
Click on “+ New Salary Key”.

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

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