THE WORK® NUMBER

QUICK REFERENCE GUIDE

The Work Number™ – Employees

1.800.367.2884

www.theworknumber.com/employees

**The Work Number™ –
Client Service Center**

1.800.996.7566 (to set an account)

1.800.424.0253 (TTY-Deaf)

www.theworknumber.com/employees

MONDAY–FRIDAY: 7AM–8PM (CST)

DISCLAIMERS: The information provided is form the employee's primary appointment with the University. The average hours per pay period is stated on a weekly basis. Original hire date is the first date the employee was affiliated with the University. Total time with employer is based on the most recent hire date.

PROOF OF EMPLOYMENT AND INCOME

The **Work Number™** is an automated service used to provide instant employment and income verification. Banks, lenders, etc. will now contact **The Work Number™** to obtain this information instead of contacting the University's Human Resources Department.

Provide the person verifying proof of employment and income the following:

- ‣ **Your Social Security Number**
- ‣ **University of Missouri Employer Code:**
  – 13577
  – 13578 (retirees)
- ‣ **The Work Number™ Access Options:**
  – *www.theworknumber.com/employees*
  – 1.800.367.5690
- ‣ **Salary Key** (for income information only)

CREATING A SALARY KEY

A salary key grants one-time access to your income data.

1. Access **The Work Number™**
   a. *www.theworknumber.com/employees*
   b. 1.800.367.2884 (customer service)

From the website:

2. Enter the **Employer Name** or **Code**.

3. Click **Go**.

4. Click **Login**

5. Select: **I want to provide roof of employment <u>and</u> income.**

6. Enter your **Social Securiy Number**.

7. Enter your default **PIN** (last four digits of your SSN and birth year, e.g., 99991970).

8. Click **Continue** to reset your default PIN.

9. After resetting your pin, the **Main Menu** will display. Under **Verifications**, select **Prove Your Income With a Salary Key.**

10. Click **Create a Salary Key.**

11. Your newly created salary key will be display. Record this number so that you can provide it to the person verifying your information.