



The Work Number™

QUICK REFERENCE GUIDE

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:**
 - <http://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. <http://www.theworknumber.com/employees>
 - b. 1-800-367-2884

From the Web site:

2. Enter the **Employer Name** or **Code**.
3. Click **Go**.
4. Click **Login**.
5. Select **I want to provide proof of employment AND income**.

6. Enter your **Social Security Number**.
7. Enter your default **PIN** (last four digits of 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 display. Record this number so that you can provide it to the person verifying your information.



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Verification for a Social Services Agency

All Social Services Agencies must register with **The Work Number™**. Provide the following information to your case worker:

- a. <http://www.theworknumber.com/socialservices/>
- b. **Register/Client Services Center:**
1-800-996-7566
- c. **Social Services Verification:**
1-800-660-3399

If the agency is already registered and needs help, please have them call the Client Service Center.

DISCLAIMER: The information provided is from the employee's primary appointment with the University. "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." For Social Service Verifications, "Payroll Deductions for All Insurance Coverage" includes Medical Premiums only.

The Work Number™ - Employees

1-800-367-2884

<http://www.theworknumber.com/employees>

The Work Number™ Client Service Center

1-800-996-7566

1-800-424-0253 (TTY-Deaf)

Monday – Friday; 7:00 A.M. – 8:00 P.M. (CST)