

# The Work Number User Instructions

The Work Number is an automated service that provides employees in participating departments and campuses with the ability to quickly provide proof of employment or income. (Please see the listing of participating agencies to see if your department participates in this program at [http://www.sco.ca.gov/Files-PPSD/empinfo\\_howto\\_wrknumber\\_particagencies.pdf](http://www.sco.ca.gov/Files-PPSD/empinfo_howto_wrknumber_particagencies.pdf).) The Work Number gives you the benefit of having control of the process by authorizing access to your information. The Work Number provides verification services to over 80 million employees throughout the United States and is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income. The Work Number is available 24 hours a day, 7 days a week via the web or the telephone.

Prior to accessing your account, SCO will need to unlock your account first. Please contact your HR office to have them email SCO at [ppsdworknumbersupport@sco.ca.gov](mailto:ppsdworknumbersupport@sco.ca.gov) to unlock your account. SCO will need the last 6 digits of your social security number + two digit month/two digit date of your birthdate (example: 1234560714)

## How To Use The Work Number:

### For Proof of Employment Only:

Give the person (the verifier) needing proof of your employment the following information:

- Your Employee ID: last 6 digits of your social security number + two digit month/two digit date of your birthdate (example: 1234560714)
- State of California Employer Code: 10396
- The Work Number Access Options for Verifiers
  - [www.theworknumber.com](http://www.theworknumber.com) or
  - 1-800-996-7566

### For Proof of Employment and Income:

Step 1. Create a Salary Key. A Salary Key is a six digit number that allows one-time access to your salary information.

- Access The Work Number either via the web or by telephone
  - [www.theworknumber.com](http://www.theworknumber.com) or
  - 1-800-996-7566
- Select the Employee option and log-in. Provide the following information:
  - State of California Employer Code: 10396
  - Your Employee ID: last 6 digits of your social security number + two digit month/two digit date of your birthdate (example: 1234560714)
  - Your PIN – Two digit month/two digit date of your birthdate (example: 0714)
  - Security questions – upon the initial log-in employees will need to set up a personal security image, security questions and their work phone number.
- Select 'Create a Salary Key' option and prepare to write down the six-digit number.

NOTE: You may have a maximum of three salary keys active at one time. Each salary key can be used only once. After it is used or if not used within six months, the salary key is automatically removed from the system.

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Step 2. Give the person (the verifier) needing proof of your employment and income the following information:

- Your Employee ID: last 6 digits of your social security number + two digit month/two digit date of your birthdate (Example: 1234560714)
- State of California Employer Code: 10396
- Your Salary Key (from Step 1)
- The Work Number Access Options for Verifiers
  - [www.theworknumber.com](http://www.theworknumber.com) or
  - 1-800-996-7566

A Work Number work sheet is also available to easily provide the required information to a verifier.