



### What is The Work Number?

**The Work Number®**, a service of Equifax Workforce Solutions, automates the employment and income verification process. It allows our employees—both current and former—to have their employment and income verified instantly online. This fast, secure service is used when applying for a loan, buying a car, leasing an apartment, qualifying for a public assistance benefit or similar instances where proof of employment or income is required. It's simple to use and provided at no cost to the employee. More than 200,000 credentialed verifiers rely on The Work Number for rapid access to information critical to their decision process, and over 2,700 employers nationwide have entrusted The Work Number to provide this important service on behalf of their employees.

### What information is provided?

Data available to verifiers includes:

- Employee name
- Most recent hire date
- Termination date (if no longer employed)
- Total time with company
- Job title
- Rate of pay
- Gross earnings for current year-to-date, including base pay and overtime.
- Gross earnings for last year and two years past, including base pay and overtime.

### How does it work?

1. Valencia College has contracted with Equifax and securely transmits information to The Work Number at every payroll cycle to ensure that the employment and income data available to authorized verifiers is current.
2. When an employee applies for credit or other services where proof of employment or income are required, the employee provides consent to the credit grantor to verify that information. This is normally in the form of a signed acknowledgment during the application process.
3. The credit grantor—who has been carefully screened by Equifax and previously credentialed to use the system—logs in, provides a valid reason or permissible purpose (as defined by the Fair Credit Reporting Act) for requesting the information, and instantly retrieves the data.
4. In some instances, the verifier must obtain a Salary Key prior to verifying income. A Salary Key is a unique six-digit number that allows one-time access to an employee's income data. The employee creates the Salary Key at [www.theworknumber.com/employees](http://www.theworknumber.com/employees) and provides it to the verifier.

### How and when does an employee create a Salary Key?

In most instances, the employee's consent to have income verified is attained by the verifier during the application process. However, an additional consent mechanism available through The Work Number is the Salary Key.

To generate a Salary Key, the employee goes to [www.theworknumber.com/employees](http://www.theworknumber.com/employees) or calls **800.367.2884**. The employee will be prompted to enter the Valencia College employer code **17357** and his or her User ID and PIN. Once logged in, the employee will select the option to create a Salary Key and the system will generate a 6-digit random number. The Salary Key is displayed or voiced to the employee. It is a single use code, and the employee must create a new Salary Key for each income verification needed. An employee may have up to three codes active at one time.

### How does an employee get the User ID and PIN required to obtain a Salary Key?

If logging into the system for the first time, the employee will use a default User ID and PIN combination. For Valencia College employees, the default User ID & PIN scheme is:

**ID:** Social Security Number (9 digits, no dashes)  
**PIN:** Last 4 of SSN + 4 digit birth year

Once an account is established, the employee can change or personalize their login information. Designated HR administrators or webManagers have the ability to reset logins for employees if needed.

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### Why do we outsource verifications?

Handling employment and income verifications in-house requires HR staff dedicated to this activity. In addition to the obvious labor-related cost, it also exposes our organization to liability, as unknowingly providing sensitive employee information to non-authorized requestors could result in violations of privacy regulations and potentially result in lawsuits. Using The Work Number effectively eliminates the work and the liability associated with providing verifications. It also frees-up our staff to focus on other critical HR functions.

Having data on The Work Number database benefits our employees as well, who can have verifications performed 24 hours a day and 7 days a week, instantly and securely. This facilitates on-the-spot financing decisions during evening hours or on weekends, and eliminates the need in many scenarios for the employee to provide paystubs or other documentation—the verifier gets the information they need directly from the database.

Verifiers pay a fee to obtain employment and income verifications from The Work Number. The practice of paying a fee for employment verification is widely accepted and generally taken from the loan-processing fee that most lending institutions or property managers charge for loan or rental applications. Our employees are not charged any additional fees for this service. Verifiers largely prefer this method of obtaining information and are willing to pay for the service, as it dramatically accelerates their processing time and results in operational cost savings for them as well.

**If you receive any questions regarding the fees or services of The Work Number, you should immediately direct callers to The Work Number Client Service Center at 800.367.5690.** It is not your responsibility to explain the Work Number service to verifiers.

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**What's a  
Social Service  
Verification?**

Employees may be eligible for public assistance through a variety of social service agencies. Employees apply for benefits through these organizations, and those agencies verify eligibility based for these income-qualified services. Thousands of agency verifiers nationwide regularly use The Work Number to perform employment and income verifications on their applicants and program participants. Agencies can perform verification at [www.theworknumber.com](http://www.theworknumber.com).

**Examples of Social Service Programs:**

- Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps)
- Temporary Aid to Needy Families (TANF)
- Medicaid
- Women, Infants and Children (WIC)
- Subsidized Housing Program
- Welfare-to-Work Programs

State agencies and agency names may vary. State agencies will receive the following information; name, address, YTD earnings and two past year gross earnings *totals*, Medical / Dental Insurance Status & Carrier (if provided to The Work Number), last 12 pay period dates, hours worked, and gross wages.

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