

# Keep Life Moving...

Buying a home?

Moving into an apartment?

Purchasing or leasing a car?

Verifying past employment?



***You'll need proof of your employment or income fast !***

Visit **www.theworknumber.com** available 24/7

or call **1-800-367-2884** available 8 am to 7 pm, daily

## **You'll need:**

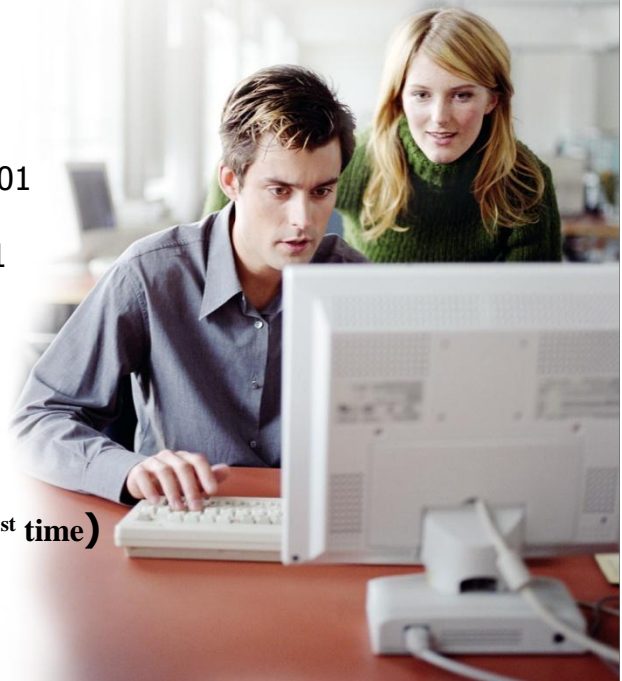
- Your Employer Code:

- Johns Hopkins University 11472
- Johns Hopkins Health System 12301
- Johns Hopkins Hospital 12301
- Johns Hopkins Bayview Medical Center 12301
- Johns Hopkins Home Care Group 12301
- Johns Hopkins Home Health Services 12301
- Johns Hopkins Pediatrics at Home 12301
- Johns Hopkins Pharmequip 12301
- JH Emergency Medical Services 12301

- Your SSN

- Your PIN

**(Middle 2 of SSN and birth date MMDDYY the 1<sup>st</sup> time)**



# The Work Number Employment and Wage Verification

Johns Hopkins University  
Johns Hopkins Health System



# Employment and Wage Verification

The screenshot shows a Windows Internet Explorer browser window displaying the website for 'THE WORK NUMBER'. The browser's address bar shows the URL: <http://theworknumber.sselearn.com/ContentHost/FlashHost.aspx?token=7DA39468AAD25CC085D98066798E52CB9CBAD5A769A09C9983D586DA9C>. The website header includes the logo for 'THE WORK NUMBER' and the text 'A service of TALX Corporation'. A navigation menu on the left lists: Introduction, The Work Number, Manual Process, Automated Process, Reasons to Use, Verification Types, Maximize the Value, Common Questions, and Contact Us. The main content area is titled 'The Simplified, Automated Verification Process' and features a diagram. The diagram shows a woman's photo on the left, a red arrow pointing to a 'BANK' sign on the right, and another red arrow pointing from the 'BANK' sign to the 'THE WORK NUMBER' logo below. The browser's status bar at the bottom shows 'Internet' and a 100% zoom level.


The WORK Number is the online process employees use to provide employment and/or wage verification to lending agencies and services, etc.

# When you may need the service

FlashHost - Windows Internet Explorer

http://theworknumber.sselearn.com/ContentHost/FlashHost.aspx?token=7DA39468AAD25CC085D98066798E52CB9CBAD5A769A09C9983D586DA9C



A service of TALX Corporation






**The Work Number**

The Work Number is an automated service that provides employment and income verifications.

**Renting an apartment**



**Social Services**



**Purchasing a car**

**Purchasing a home**

**Home Equity Loan**

Done Internet 100%

# For information on The Work Number go to HR/Payroll Shared Services website

- [http://ssc.jhmi.edu/hr\\_payroll/index.html](http://ssc.jhmi.edu/hr_payroll/index.html)

**Human Resources - Payroll**

The mission of HR/Payroll Shared Services is to provide our customers with quality, timely and efficient services. We will achieve this mission by utilizing technology, cultivating the skills of our staff and building strong relationships with our customers. We will operate our center understanding that we live in a competitive environment and our goal is to ensure our customer's satisfaction.

<b>Human Resources</b> Johns Hopkins at Eastern - Suite D100 1101 East 33rd Street Baltimore, MD 21218 Main: 443-997-5828 Fax: 443-997-5822	<b>Payroll</b> Johns Hopkins at Eastern - Suite D200 1101 East 33rd Street Baltimore, MD 21218 Phone: 443-997-5828 Fax: 443-997-6686
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OFFICE HOURS Monday - Friday 8:30am - 5:00pm

Email: [Homewood Division \(Including Peabody & SAIS\)](#)  
[School of Public Health & Nursing](#)  
[Health System](#)  
[School of Medicine](#)

Email: [Payroll](#)

[View Web Pay Statement](#)

[Request Employment and Wage Verification](#)  
[Requests for Duplicate forms W-2 and/or 1042-S](#)

[HR/Payroll Shared Services Org Chart](#)  
[HR/Payroll Shared Services Service Level Agreement](#)

Information on The WORK Number can be accessed by clicking on the "Request Employment and Wage Verification" link

# Option 1

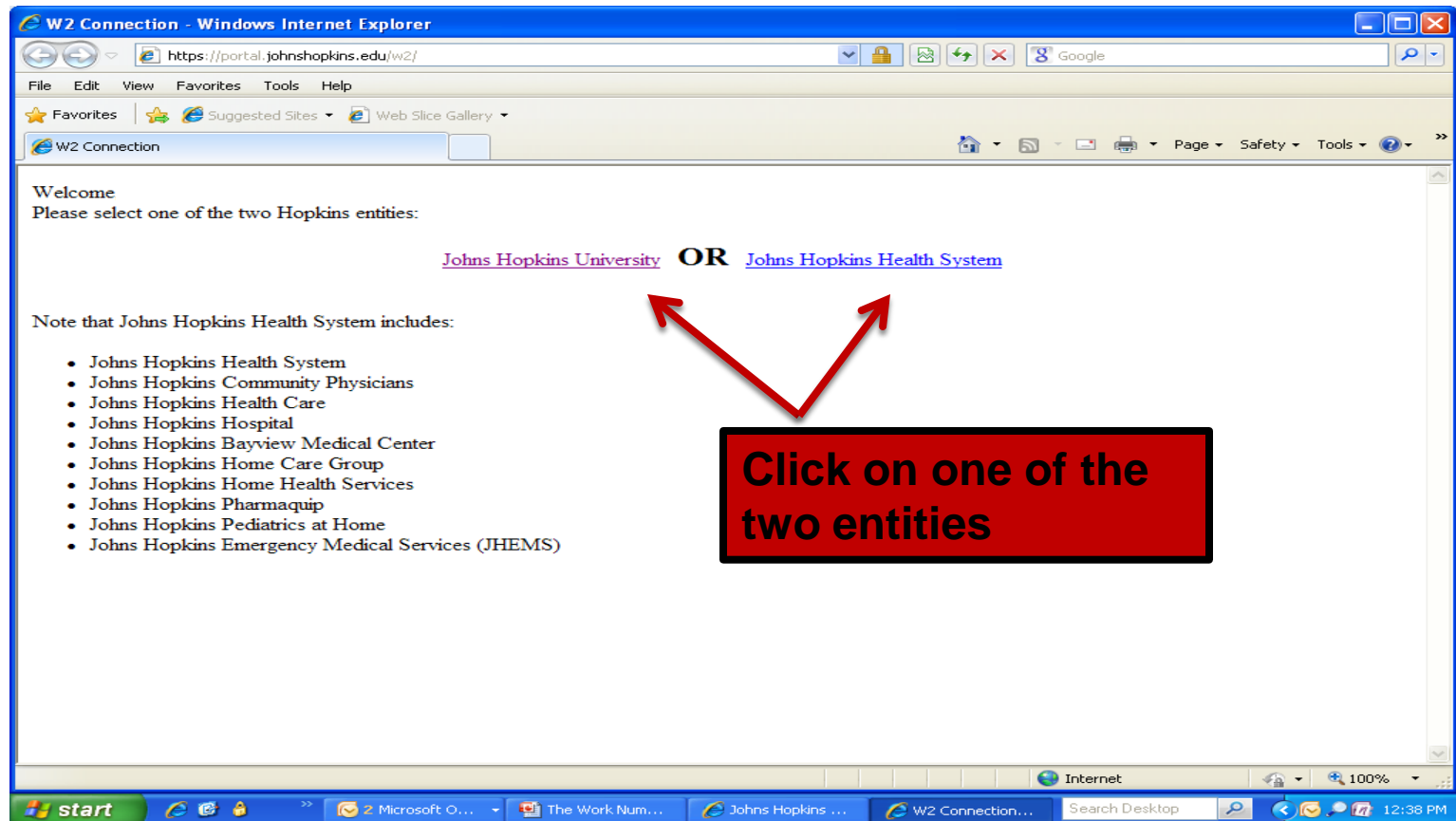
**Current employees needing access to account**

- Go to *myJH* to access through the W-2 Portal link

The screenshot shows the Johns Hopkins myJH portal in a Windows Internet Explorer browser. The browser address bar displays the URL: [https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP?uP\\_root=root&uP\\_reload\\_1](https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP?uP_root=root&uP_reload_1). The page title is "Johns Hopkins Institutions - myJohnsHopkins v3.0.0-33.3". The main navigation bar includes "Home", "myJhed", and "Service Request". A red circle highlights the "W-2 eXpress" link in the "Home" section. A red callout box with white text points to this link, stating: "The WORK Number can be accessed by clicking on the link to the W-2 Express page". The page content includes a "W2 eXpress" section with the text: "Enroll for free online delivery of your original W-2. Order a copy of your W-2, or request that errors on your W-2 statement get corrected." Below this is a "Weather Channel - Baltimore" widget showing the date "Thursday, June 24, 2010" and a calendar for "June 2010". The calendar shows the following dates: Sunday (6, 13, 20, 27), Monday (7, 14, 21, 28), Tuesday (8, 15, 22, 29), Wednesday (9, 16, 23, 30), Thursday (6, 13, 20, 27), Friday (7, 14, 21, 28), Saturday (8, 15, 22, 29), and Sunday (9, 16, 23, 30).

# Employees needing access to account

- Choose your employer



W2 Connection - Windows Internet Explorer

https://portal.johnshopkins.edu/w2/

File Edit View Favorites Tools Help

W2 Connection

Welcome  
Please select one of the two Hopkins entities:

[Johns Hopkins University](#) OR [Johns Hopkins Health System](#)

Note that Johns Hopkins Health System includes:

- Johns Hopkins Health System
- Johns Hopkins Community Physicians
- Johns Hopkins Health Care
- Johns Hopkins Hospital
- Johns Hopkins Bayview Medical Center
- Johns Hopkins Home Care Group
- Johns Hopkins Home Health Services
- Johns Hopkins Pharmaquip
- Johns Hopkins Pediatrics at Home
- Johns Hopkins Emergency Medical Services (JHEMS)

**Click on one of the two entities**

Internet 100%

start 2 Microsoft O... The Work Num... Johns Hopkins ... W2 Connection... Search Desktop 12:38 PM

# Employees needing access to account

- Go to The Work Number through the W-2 eXpress

The screenshot shows the 'Employee Main Menu' page in a Windows Internet Explorer browser. The page features a navigation menu on the left with categories like 'Main Menu', 'W-2 Features', 'My Account', and 'Customer Service'. The main content area includes a 'Main Menu' header, a notification about 2009 electronic W-2s, and a section titled 'Other Services You Have' which contains a link to 'The WORK NUMBER'. A red circle highlights this section, and red arrows point from callout boxes to it. One callout box explains that the WORK Number can be accessed via the 'Other Services You Have' link. Another callout box states that users logging in through the myJH portal will be automatically logged in to use TALX services.

The WORK Number can be accessed by clicking on the "Other Services You Have" link from the W-2 Express page

Entering through *myJH* portal, you will automatically be logged in to use the TALX services

# What is an Employment Verification?

- ***Employment Verification*** – Information provided to a requestor to validate or verify the employment or the duration of employment of an individual.
  - Salary information is not requested or provided
  - Information is only provided if the employee has indicated s/he is or was an employee of the organization and has authorized the verification

# Employment Verification – Current Employees

Click on “Prove Your Employment” for Employment Verification

The screenshot shows the website interface for 'THE WORK NUMBER'. At the top left is the logo. Below it are links for 'Privacy Policy', 'Help', and 'Logout'. A main menu on the left lists: 'Main Menu', 'Verifications', 'My Account', 'Customer Service', 'Resource Center', 'webManager', and 'Training Room'. The main content area features a 'Main Menu' banner, an 'eLearning' announcement, and a 'Verifications' section with links for 'Prove Your Employment' and 'Prove Your Income With a Salary Key'. Below this are sections for 'My Account', 'Training Room', and 'Customer Service'. On the right, there are 'Your Other Services' including 'W-2 eXpress', 'Resource Center', and 'webManager'. A red arrow points from the 'Prove Your Employment' link to a red callout box on the right. A green circle highlights the 'Verifications' section.

A salary key is not needed for Employment Verification

# Proof of Employment

The screenshot shows a Windows Internet Explorer browser window with the URL [https://secure.theworknumber.com/Employee/postauthenticated/VOE\\_Only.aspx](https://secure.theworknumber.com/Employee/postauthenticated/VOE_Only.aspx). The page title is "The Work Number Employee -- Instructions for Providing Proof of Employment Only". The page content includes a navigation menu on the left with items like "Main Menu", "Verifications", "My Account", "Customer Service", "Resource Center", and "Training Room". The main content area is titled "Instructions for Providing Proof of Employment Only" and contains the following text:

The Work Number will allow you to provide any third-party verifier with proof of your employment.

1. Give your verifier employer code **11472**.
2. Give your verifier your Social Security Number.
3. Tell your verifier to go to [www.theworknumber.com](http://www.theworknumber.com) and click on the verifier icon to get proof of your employment (no income).

Below the list, there is a note: "If your verifier does not have Internet access or would prefer to use the telephone, have them call 800-367-5690." and another note: "If they have questions about service, complete instructions and information are available at [www.theworknumber.com](http://www.theworknumber.com) or by calling 800-996-7566 (Voice) / 800-424-0253 (TTY/Deaf)."

A red box on the right side of the page contains the text: "Follow these instructions to provide the necessary information to the Verifier for Employment Verification". A red arrow points from this box to the list of instructions.

At the bottom of the page, there is a "Return to Main Menu" button and a footer with "Terms and Conditions" and "Copyright © 2009 TALX Corporation. All Rights Reserved."

# What is a Salary Verification?

- ***Salary or Wage Verification*** – Information provided to a requestor to validate or verify employment and salary information of an individual
  - A “salary key” is required from the employee (6 digit number issued by The Work Number)
  - Information is only provided if the employee has provided a salary key

# Salary or Wage Verification - Current Employees

The Work Number Employee -- Main Menu - Windows Internet Explorer

https://secure.theworknumber.com/Employee/postauthenticated/mainmenu.ascx

THE WORK NUMBER

Privacy Policy Help Logout

Main Menu

Verifications

My Account

Customer Service

Resource Center

Training Room

Verifications

- [Prove Your Employment](#)
- [Prove Your Income With a Salary Key](#)

My Account

- [Notifications & E-Mail](#)
- [Change Your PIN](#)
- [PIN Reset Options](#)
- [Review Account Activity](#)

Training Room

eLearning - Training and educational resources on how to maximize the value of The Work Number for your organization. [Go there now](#)

Customer Service

Help is just a click away. You will find FAQs, contact information, and more in this section. [more](#)

Your Other Services:

W-2 eXpress<sup>SM</sup> Reprints of your W-2 as well as a variety of additional W-2 and tax related services. [Go there now.](#)

Resource Center

Tools, advice, and Tax Manager by Turbo Tax<sup>®</sup>, are just a click away. [more](#)

Internet 100%

Click on "Prove Your Income With a Salary Key" for Salary or Wage Verification

A salary key is needed for Income Verification

# Create a Salary Key for Income Verification

The screenshot shows a web browser window titled "The Work Number Employee -- Create a Salary Key - Windows Internet Explorer". The address bar shows the URL: <https://secure.theworknumber.com/Employee/postauthenticated/CreateSalaryKey.aspx>. The page features the "THE WORK NUMBER" logo and a navigation menu with items like "Main Menu", "Verifications", "My Account", "Customer Service", "Resource Center", and "Training Room". The main content area is titled "Create a Salary Key" and contains a green warning icon and the following instructions:

1. Create a "Salary Key". Just click the button below. Giving a Salary Key to someone gives them permission to get proof of your employment and income one time.
2. Give the person needing proof of your employment and income your Social Security Number, your employer's name, and a Salary Key.
3. Tell that person to go to the verifier section of [www.theworknumber.com](http://www.theworknumber.com)

At the bottom of the instructions, there are two buttons: "Cancel" and "Create a Salary Key". A red circle highlights the "Create a Salary Key" button. A red arrow points from the top-right red box to the instructions, and another red arrow points from the bottom-right red box to the "Create a Salary Key" button.

**Follow these instructions to provide the necessary information to the Verifier for Salary Verification**

**Click on "Create a Salary Key" when needing to give permission to a lender or other parties for wage information**

# Salary Key – Income Verification

The Work Number Employee -- Verifications - Windows Internet Explorer

https://secure.theworknumber.com/Employee/postauthenticated/ListSalaryKeys.aspx

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Web Slice Gallery

The Work Number Employee -- Verifications

**THE WORK NUMBER**

Privacy Policy → Help → Logout →

**Main Menu**

- Verifications
- My Account
- Customer Service
- Resource Center
- Training Room

**Verifications**

! For security reasons, you must create a separate Salary Key for each person who needs proof of your employment and income.

**Your new Salary Key is displayed below.**

To provide someone with proof of your employment and income you will need:  
(1) Your Salary Key which is shown below. (2) Your employer's name. (3) Tell that person to go to the verifier section of www.theworknumber.com

Salary Key	Date & Time Created	Expiration Date	Status	Actions
260765	1/15/2010	1/17/2010	New	<a href="#">Delete</a> <a href="#">Print</a> <a href="#">Email</a>

\* All times are Central Standard Time

Create Another Salary Key

Return to Main Menu

Terms and Conditions →

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Done

Internet 100%

start 3 Microsoft ... Microsoft Word 2 Internet E... Microsoft Pow... Search Desktop 2:54 PM

**Provide the 6-digit number (salary key) in this field to the party requesting your salary information . A separate salary key is required for each party requesting verification.**

**Important to note:  
The salary key expires after 3 days OR when another salary key is created.**

# Option 2

***Terminated* or current employees needing access to account**

- Go to The Work Number through the TWN website: <http://www.theworknumber.com/>

The screenshot shows the homepage of The Work Number website. At the top left is the logo "THE WORK NUMBER". Below it is a navigation bar with links: Home, Privacy Policy, Help, Contact Us, and a search box with a GO button. A secondary navigation bar contains: About Us, Products and Services, Our Participating Employers, Security, and News and Events. The main content area features a "Verify someone's employment and income" section with a woman's photo and a blue arrow icon labeled "Enter Verifier Section". Below that is a "Social service agencies" section with a green arrow icon labeled "Enter Social Service Section". To the right is an "Access your employee account" section with a yellow arrow icon labeled "Enter Employee Section" circled in green. A red arrow points from the "Enter Employee Section" icon to a red box at the bottom right. The "Access your employee account" section lists: Create a salary key, Access webManager, Request your Employment Data Report (annual disclosure), and And much more ... Below this is a "W-2 eXpress" section with the text: "Did you know? If your company subscribes to W-2 eXpress you can access your W-2".

The WORK Number can be accessed by clicking on the "Enter Employee Section"

Terminated employees must go through the TWN website for access to services

# Identify Your Employer Code

- Johns Hopkins University -11472
- Johns Hopkins Health System -12301
- Johns Hopkins Hospital -12301
- Johns Hopkins Bayview Medical Center -12301
- Johns Hopkins Home Care Group -12301
- Johns Hopkins Home Health Services -12301
- Johns Hopkins Pediatrics at Home -12301
- Johns Hopkins Pharmequip -12301
- JH Emergency Medical Services -12301

# Employee Login: Enter the Employer Code

**THE WORK NUMBER** A service of TALX. **TALX**

← Home Privacy Policy → Help → Contact Us → Search  GO

About Us Products and Services Our Participating Employers Security News and Events

**Employee Home**

- About Employees
- FAQ
- Services
  - Employment Verifications
  - W-2 Services
  - ePayroll (Paperless Pay)
- Home Buying Tips
- webManager**  
The online resource for all your managing needs.  
[Log in](#)

**Employees!** Provide secure access to someone wanting to verify your employment and income.

**New to The Work Number?**

Using The Work Number is simple and fast!

[Learn More](#)  
[See Verification/Salary Key Demo](#)

Promotional Link   
Protect the power of your credit and your identity.  
[Visit www.equifax.com](http://www.equifax.com)

**Site Search**  
Search the content of this site.

**Employee Login**

Enter your employer's name or code number below to access your employee or [webManager](#) account.

Employer Name or Code:  
  
[Find employer name](#)

Remember my ID on this Computer

[Want to verify someone else?](#)  
[Social Service Agency?](#)  
[Free Employment Data Report \(disclosure\)](#)  
[FCRA](#)

**Enter your Employer code to login**

Terms and Conditions → Copyright © 2009 TALX. All Rights Reserved

# Enter Your SSN and default pin

Middle 2 numbers of SSN and birth date MMDDYY



[← Home](#) [Privacy Policy →](#) [Help →](#)

## Login Instructions

Please enter your SSN and PIN. This information is only used to identify your account and is protected by industry standard SSL encryption.

[More About Security](#)

## Employee Login

Johns Hopkins University

SSN:  [Why my SSN?](#)

PIN:  [Forgot your PIN?](#)

If you already have a PIN from using the W-2 service, you will use that to login

**PIN = Middle 2 numbers of SSN and birth date MMDDYY (You will change the pin from initial login)**

**Example:  
Social Security Number: XXX-22-XXXX  
Date of Birth: 10/15/1974**

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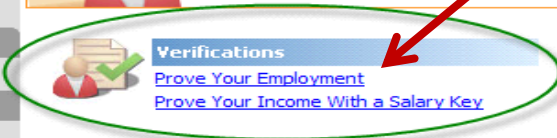
# Verification – Follow previous instructions

Click on “Prove Your Employment” for Employment Verification



Privacy Policy → Help → Logout →

The screenshot shows the website's main interface. On the left is a vertical 'Main Menu' with items: Verifications, My Account, Customer Service, Resource Center, webManager, and Training Room. The main content area has a 'Main Menu' header and an 'eLearning' announcement. Below this is a 'Verifications' section with two links: 'Prove Your Employment' and 'Prove Your Income With a Salary Key'. A red arrow points from the 'Prove Your Employment' link to a red callout box. Below the 'Verifications' section are three other service categories: 'My Account' (with links for Notifications & E-Mail, Change Your PIN, PIN Reset Options, and Review Account Activity), 'Training Room' (with an eLearning announcement and a 'Go there now' link), and 'Customer Service' (with an announcement and a 'more' link). On the right side, there are three 'Your Other Services' boxes: 'W-2 eXpress' (with a 'Go there now' link), 'Resource Center' (with a 'more' link), and 'webManager' (with a 'more' link). At the bottom left is a 'Terms and Conditions' link, and at the bottom right is the copyright notice: 'Copyright © 2009 TALX Corporation. All Rights Reserved.'



A salary key is not needed for Employment Verification

# Employee Request by Phone: 1-800-367-2884

## Employee Instructions

- Press appropriate number for language choice
- Enter your employer code
- Enter your social security number
- Enter your pin number (middle 2 digits of the SS# and birth date: (MM/DD/YY)
- Change your pin
- Re-enter your new pin

## Employee Service Options

- Income Verification – Press 1
- Employment Verification – Press 2
- Request W-2 – Press 3
- Change pin – Press 4
- You will be asked if you want a salary key:
  - Yes – Press 1
  - No – Press 2
- Your salary key will be given to you with the expiration date of the key.
- Give the key to the company requesting the information.



# Verifiers and Agencies

## Agency Requesting *Employment Verification*

- Direct the agency to go to:  
[www.theworknumber.com](http://www.theworknumber.com)
  - Employee's Social Security Number required
  - Employee's Employer Code required

## Agency Requesting *Salary Verification*

- Direct the agency to go to:  
[www.theworknumber.com](http://www.theworknumber.com)
  - Employee's Social Security Number required
  - Employee's Employer Code required
  - Employee's Salary Key required

# Tips when calling The WORK Number

- For faster service, use the website at [www.theworknumber.com](http://www.theworknumber.com)
- Do not use speaker phones
- Get help at anytime by saying “help”
- Press “0” for a live representative
- Proof of employment does **NOT** need a salary key

