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
  • Johns Hopkins Emergency Medical Services 12301
  • Johns Hopkins Suburban Hospital 12301
  • Johns Hopkins Suburban Outpatient Surgical Center 12301
  • Johns Hopkins Suburban Physicians Asst Assoc 12301
  • Johns Hopkins Howard County General Hospital 12301
  • Johns Hopkins TCAS 12301
  • Johns Hopkins All Children’s Hospital 12301

• Your SSN
• Your PIN
  (Middle 2 of SSN and birth date MMDDYY the 1st time)

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The Work Number
Employment and Wage Verification

Johns Hopkins University
Johns Hopkins Health System
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

Renting an apartment
Social Services
Purchasing a car
Home Equity Loan
Purchasing a home
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)

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 WORK Number can be accessed by clicking on the link to the W-2 Express page.
Employees needing access to account

- Choose your employer

Click on one of the two entities
Employees needing access to account

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

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

A salary key is not needed for Employment Verification
Proof of Employment

Follow these instructions to provide the necessary information to the Verifier for Employment Verification:

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 and click on the verifier icon to get proof of your employment (no income).

If your verifier does not have Internet access or would prefer to use the telephone, have them call 800-367-5690.

If they have questions about service, complete instructions and information are available at www.theworknumber.com or by calling 800-990-7566 (Voice) / 800-424-0253 (TTY/Deaf).
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

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

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

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 on 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

Click on "Create a Salary Key" when needing to give permission to a lender or other parties for wage information.
Salary Key – Income Verification

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/](http://www.theworknumber.com/)

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
Enter Your SSN and default pin
Middle 2 numbers of SSN and birth date MMDDYY

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

If you already have a PIN from using the W-2 service, you will use that to login
Verification – Follow previous instructions

Click on “Prove Your Employment” for Employment Verification

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
  • Employee’s Social Security Number required
  • Employee’s Employer Code required

Agency Requesting Salary Verification
• Direct the agency to go to: 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