

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



Home Equity Loan

Purchasing a home

Done Internet 100%

Navigation icons: Refresh, Previous, Play/Pause, Next, Close

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

- <http://ssc.jhmi.edu/payroll/index.html>

Payroll - Windows Internet Explorer

http://ssc.jhmi.edu/payroll/index.html

File Edit View Favorites Tools Help

Payroll

SSC QUICKLINKS
Please Select: [v]

ACCOUNTS PAYABLE

ACCOUNTS RECEIVABLE

FIXED ASSETS

HUMAN RESOURCES

PAYROLL

+ Home

+ Staff Contacts

Payroll

Johns Hopkins at Eastern - Suite D200
1101 East 33rd Street
Baltimore, MD 21218
Phone: 443-997-8146 Fax: 443-997-6686
Email: payroll@jhu.edu

OFFICE HOURS
Monday - Friday 8:30am - 5:00pm

[New Web Pay Statement](#)

[Request Employment and Wage Verification](#)

[Request Duplicate forms W-2 and W-9](#)

The Payroll Shared Services handles the processing and payment of all payrolls at Johns Hopkins. This

Internet 100%

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**

The screenshot shows the Johns Hopkins myJH portal in a Windows Internet Explorer browser. The browser address bar shows the URL: <https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP>. The page has a navigation bar with tabs: Home, myJhed, Service Request, JHU Staff, Research, IT Help Desk, and Library. The main content area is titled "Home" and features a "My Bookmarks" section with a search bar and a "JHU Staff Links" list. A red circle highlights the "W-2 Express" link in the left sidebar, and a red arrow points from a red text box to it. The red text box contains the instruction: "The WORK Number can be accessed by clicking on the link to the W-2 Express page". Other visible elements include a "Daily Announcements JHU" section with news items, a "Weather Channel - Baltimore" widget, and a "JHU Daily Events" calendar for January 2010.

Johns Hopkins Institutions - myJohnsHopkins v3.0.0-37.4 - Windows Internet Explorer

Home myJhed Service Request JHU Staff Research IT Help Desk Library

myProfile Outlook my Apps myApps JHConnect ISIS myLearning My Pay 210 W-2 Express ERS

Home

Customize My Portal

My Bookmarks

JHU Staff Links

JHU Staff Links

- Administrative
- Campus Services
- Community Relations
- Computing / Technology
- Councils, Committees, Clu...
- Cultural and Performing A...
- Employment, Human Resour...
- Faculty Fact and Stats
- Faculty and Staff Develop...
- Health, Wellness, Safety,...
- News and Publications
- Recreation, Fitness
- Resources for Researchers...
- Teaching Resources
- Transportation
- Visitor Information

Weather Channel - Baltimore

Baltimore, MD (21218) 1/6/10 2:54 PM EST

Wednesday	Thursday	Friday	Saturday
WINDY			
High: 37 Low: 29	High: 38 Low: 30	High: 35 Low: 24	High: 30 Low: 19

Zipcode: Go

Click Here For Complete Forecast (Provided by The Weather Channel)

Daily Announcements JHU

Wednesday, January 6, 2010

- New York City trip

Tuesday, January 5, 2010

- A Simple Solution: How Vinegar Can Help Save a Woman's Life
- Thank You!

Monday, January 4, 2010

- Does your research project need IRE review?

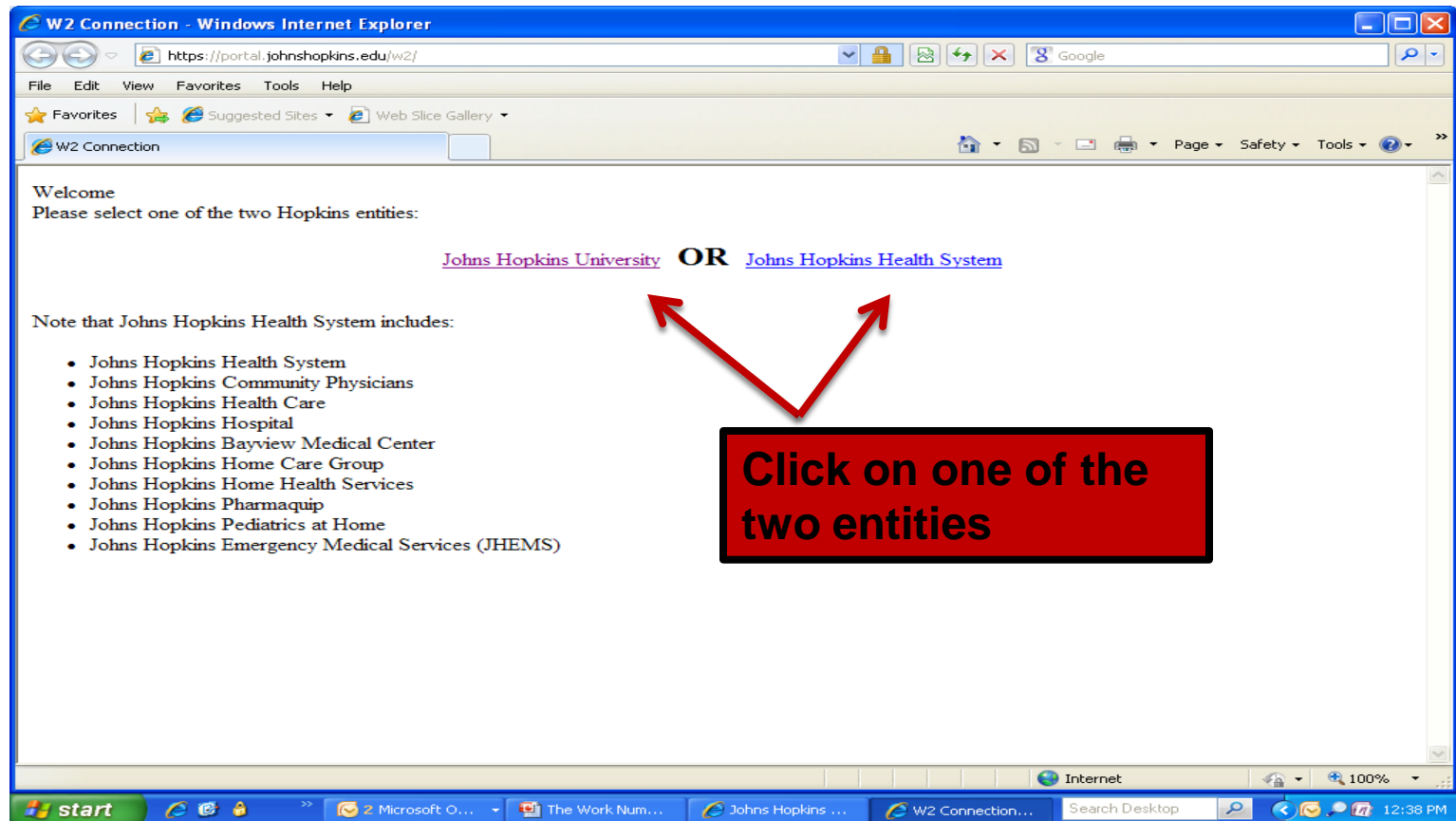
JHU Daily Events

January 2010

Su	Mo	Tu	We	Th	Fr	Sa
			6	7	8	9
3	4	5				
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Employees needing access to account

- Choose your employer



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, there is a navigation bar with links for 'Privacy Policy', 'Help', and 'Logout'. Below this is a 'Main Menu' section with a list of options: 'Verifications', 'My Account', 'Customer Service', 'Resource Center', 'webManager', and 'Training Room'. The 'Verifications' option is highlighted with a green oval and a red arrow pointing to it. Below the main menu, there are several service tiles: 'eLearning' (with a description of a free training service), 'Verifications' (with links for 'Prove Your Employment' and 'Prove Your Income With a Salary Key'), 'My Account' (with links for 'Notifications & E-Mail', 'Change Your PIN', 'PIN Reset Options', and 'Review Account Activity'), 'Training Room' (with a description of eLearning resources), and 'Customer Service' (with a description of help resources). On the right side, there are 'Your Other Services' tiles for 'W-2 eXpress', 'Resource Center', and 'webManager'. At the bottom, there is a 'Terms and Conditions' link and a copyright notice for 2009 TALX Corporation.

A salary key is not needed for Employment Verification

Proof of Employment

The screenshot shows a Windows Internet Explorer browser window displaying the 'The Work Number Employee -- Instructions for Providing Proof of Employment Only' page. The browser's address bar shows the URL: https://secure.theworknumber.com/Employee/postauthenticated/VOE_Only.aspx. The page features the 'THE WORK NUMBER' logo and a navigation menu with options 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 and click on the verifier icon to get proof of your employment (no income).

Below the list, there is additional information: 'If your verifier does not have Internet access or would prefer to use the telephone, have them call 800-367-5690.' and 'If they have questions about service, complete instructions and information are available at www.theworknumber.com or by calling 800-996-7566 (Voice) / 800-424-0253 (TTY/Deaf).' A 'Return to Main Menu' button is located at the bottom of the main content area. 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 highlighted instructions.

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

Done Internet 100%

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 screenshot shows the 'The Work Number Employee -- Main Menu' page in a Windows Internet Explorer browser. The address bar shows the URL: <https://secure.theworknumber.com/Employee/postauthenticated/mainmenu.ascx>. The page features a navigation sidebar on the left with categories: Main Menu, Verifications, My Account, Customer Service, Resource Center, and Training Room. The main content area is titled 'Main Menu' and contains several service tiles. The 'Verifications' tile is circled in red and contains the links 'Prove Your Employment' and 'Prove Your Income With a Salary Key'. A red arrow points from a red callout box to the 'Prove Your Income With a Salary Key' link. Another red callout box is located at the bottom right of the page.

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". A central instruction box contains the following text:

To provide someone with proof of your employment and income, follow three simple steps below. Please review each step and then click on the "Create a Salary Key" button.

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

At the bottom of the instruction box 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 instruction box to the "Create a Salary Key" button. Another red arrow points from the bottom-right instruction 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	Delete Print Email

* 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 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. 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". A red arrow points from the "Enter Employee Section" icon to a red box at the bottom right. The "W-2 eXpress" section is also visible at the bottom.

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 →

- Main Menu
- Verifications
- My Account
- Customer Service
- Resource Center
- webManager
- Training Room

Main Menu



eLearning: This is a FREE service that provides you with training on how The Work Number can benefit your company and gives you the resources for educating your employees on using our service. Go to our Training Room located on the Main Menu to take advantage of this learning opportunity.

[Do not show this again](#)



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™

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®, are just a click away. [more](#)



webManager

The online resource for all your managing needs. [more](#)

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
- 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

