The Work Number
Employment and Wage Verification

Johns Hopkins University
Johns Hopkins Health System

Employment and Wage Verification

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

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

- **http://ssc.jhmi.edu/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 *my*JH to access through the W-2 Portal**

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**
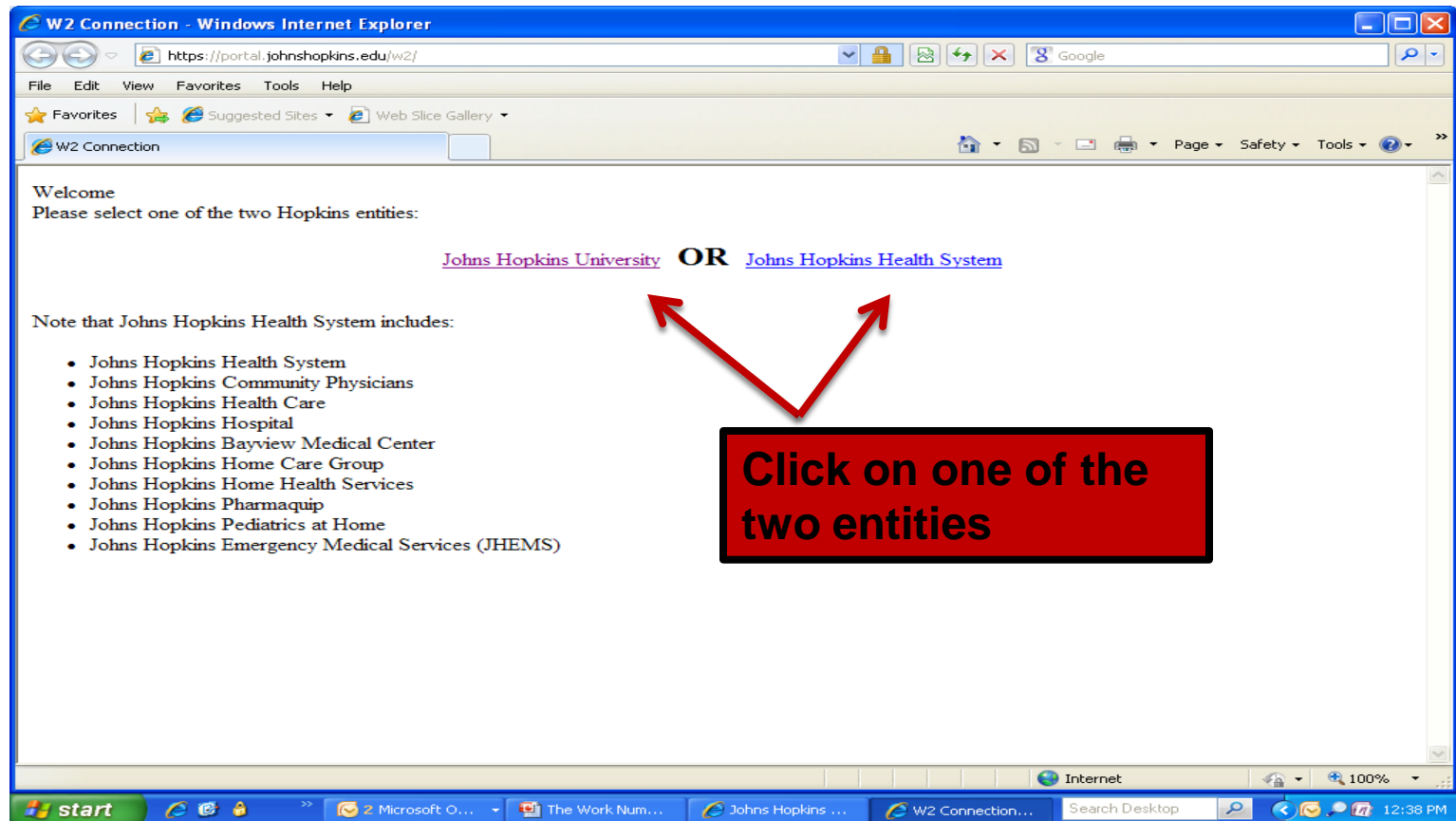
Employees needing access to account

- **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 *my*JH 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

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

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 cre

Option 2

Terminated or current employees needing access to account

- **Go to The Work Number through the TWN website: 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 Employer code to login

Enter Your SSN and default pin

Middle 2 numbers of SSN and birth date MMDDYY

THE **WORK**® NUMBER

← 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: [22101574]   Forgot your PIN?

[Continue]

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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**

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.**

THE **WORK**® NUMBER

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