

EMPLOYMENT & INCOME VERIFICATIONS

EMPLOYMENT VERIFICATION/INCOME VERIFICATION

It is the policy of The Howard County Public School System to secure privacy and confidentiality of its current and former employees. The Office of Human Resources is responsible for maintaining records for current and former employees.

The Howard County Public School System uses The Work Number to provide automated employment and income verifications. The Work Number is an independent service that provides a secure way for employees to authorize third party verifiers (such as lenders, landlords and social service agencies) to confirm their HCPSS employment and salary information. Using The Work Number reduces the risk of providing erroneous or unauthorized information and employees receive the benefit of a quick turnaround service.

This service is available to:

- All current employees
- Anyone who has separated from HCPSS within the last 8 years

PROCEDURES FOR OBTAINING VERIFICATIONS

The Work Number can be accessed at www.theworknumber.com or by phone at 1-800-367-5690 (most verifiers) or 1-800-660-3399 (social service agencies). The Howard County Public School System Employer Code is **14673**.

NEED PROOF OF EMPLOYMENT?

The Work Number provides title, dates of employment and status (whether the employee is active or inactive). The employee provides to their verifier (lender, landlord, etc.) his/her social security number and employer name or code (**14673**). A salary key is not required.

NEED PROOF OF EMPLOYMENT PLUS INCOME?

There are instances where a verifier needs additional income information and they may ask the employee to provide a Salary Key. An employee obtains a Salary Key from The Work Number by following these directions:

- Employee logs on to www.theworknumber.com
- Select "I am an Employee"
- In the right hand corner enter HCPSS code **14673**
- Select "I want to provide proof of employment And income"
- Enter User ID: (This is your FULL Social Security Number) no spaces
- Enter Pin: (the first time you use the system this will be the LAST 4 digits of your SS# and your birth year) no spaces
- Click Enroll Now
- Select computer usage
- Select a security image
- Answer security questions
- Provide phone number, email address

- Confirm the information is correct
- For security measure, please reset your PIN: Current PIN- (last 4 digits of ss# & 4 digit birth year) / New PIN: (must be 4-16 digits). You will use this new pin, in the future, to access The Work Number.
- You will then be directed to the Main Menu. This is where the employee will generate their Salary Key.
- Select “Create Salary Key” A number will be generated and the employee can now provide this Salary Key to their verifier.