

Employment And/Or Income Verification Instructions

-----Wallet Card Cut Out-----

The University of Louisville uses The Work Number® to provide automated employment and income verifications for our faculty and staff who are applying for a mortgage or loan, leasing an apartment, or any other instance where proof of employment or income is needed.

The Work Number is available 24 hours a day, 7 days a week.

For Questions or Comments

The Work Number Client Service Center
Monday – Friday; 8:00am – 9:00pm (EST)
1-800-996-7566
1-800-424-0253 (TTY – Deaf)

University of Louisville Human Resources
Attn: **File Room**
Monday – Friday; 8:00am – 5:00pm (EST)
502-852-6258
Fiscalhr@louisville.edu

To Provide Proof of Employment And/Or Income

- 1) Call 1-800-367-2884 OR
 - 1) Visit www.theworknumber.com/employee
 - 2) Enter: -University of Louisville Employer Code: **11443**
-Your User ID (employee identification number)
-Your PIN (Date of Birth in MMDDYYYY format. Example 4/10/61 is 04101961)
 - 3) Under “Proof of Employment” create a Salary Key (if verifying employment AND income – Write down the Salary Key)
 - 4) Give the person seeking proof of your employment and/or income:
 - The Work Number Access Options: verify.theworknumber.com or 1-800-367-5690
 - University of Louisville Employer Code: 11443
 - Your employee identification number
 - Your Salary Key
- The Work Number Client Service Center (Mon – Fri, 8 a.m. – 9 p.m.)
1-800-996-7566 (Voice) 1-800-424-0253 (TTY – Deaf)

INSTRUCTIONS ON HOW TO USE THE WORK NUMBER

FOR PROOF OF EMPLOYMENT AND INCOME

Step 1: Employee should obtain a Salary Key by using one of the two options:

Web Option: verify.theworknumber.com
Phone Option: **1-800-367-2884**

Step 2: Employee should give the person needing proof of employment and income the following information:

- Employee’s employee identification number;
- University of Louisville Employer Code: **11443**;
- Employee’s Salary Key from Step 1; and,
- One of the following two options to access employee’s employment information:

Web Option: verify.theworknumber.com
Phone Option: **1-800-367-5690**

FOR APPLYING FOR SERVICES FROM PUBLIC SERVICE AGENCIES

Step 1: Case Worker registers agency with The Work Number using one of the following two options:

Web Option: verify.theworknumber.com
Phone Option: **1-800-996-7566**

Step 2: Case Worker obtains the employee’s employment and income verification using one of the following two options:

Web Option: verify.theworknumber.com
Phone Option **1-800-660-3399**

Step 3: Case Worker enters the following information after selecting “Access Options for Social Service Agencies”:

- Agency’s fax number given in Step 1;
- The University of Louisville’s Employer Code: 11443; and,
- The employee’s employee identification number.

FOR PROOF OF EMPLOYMENT ONLY

Give the person needing proof of your employment the following information:

- Your employee identification number;
- University of Louisville Employer Code: **11443**; and,
- One of the following two options to access your employment information:

Web Option: verify.theworknumber.com
Phone Option: **1-800-367-5690**