

New employment and salary verification system

Creighton student employees and former student employees: Are you buying a home? Applying for a lease for an apartment? Applying for a job? Applying for a loan or a credit card? Applying for assistance with a Social Service agency? When you pursue these goals, most institutions contact your place of employment to verify your employment status.

Creighton University has implemented a new web based tool called The Work Number™ to provide automated, immediate employment and income verifications. No longer will you have to wait for information. This fast, secure service is widely known to lenders, banks and others, is easy to use and is considered a best practice by many other companies. Anyone who receives a paycheck from Creighton is eligible for this service. The service is available beginning today, Tuesday, November 20, 2007.

You benefit because **you** control the process—only authorizing those you want to have access to your information.

The Work Number™ can be used anytime, anywhere and is available 24 hours a day, 7 days a week.

This web-based service is available for any employee currently employed, or with a termination date of 2005 through present.

How does it work?

The Work Number™ service can be accessed via www.theworknumber.com or by calling 1-800-367-2884. Depending on the transaction desired, you will be provided instructions on next steps to take. For instance, the 800 phone number changes depending on the transaction needed.

Simple guidelines on obtaining proof of employment, proof of employment plus income, are included below and are available at www.theworknumber.com.

This service will be used to facilitate all requests for employment and/or income verification beginning today, November 20, 2007. If you have additional questions, please contact Ms. Toni Parsley, Creighton University Human Resources, at 280-2913 or by e-mail at tparsley@creighton.edu.

The Work Number Client Service Center

1-800-996-7566

1-800-424-0253 (TTY – Deaf)

Monday – Friday; 7:00AM – 8:00PM (CST)

Need Proof of Employment?

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

•Your Social Security Number: --

•Creighton University Employer Code: 12603

•The Work Number Access Options:

Option a) www.theworknumber.com

Option b) **1-800-367-5690**

Need Proof of Employment Plus Income?

Step 1:

Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

•The Work Number Access Options for Employees:

Option a) www.theworknumber.com

Option b) **1-800-367-2884**

Step 2:

Select the "Create a Salary Key" option and prepare to write down the six-digit number

Step 3:

You will need to enter the following information to obtain a Salary Key:

•Creighton University Employer Code: 12603

•Your Social Security Number (without the dashes):

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•Your PIN: enter the last 4 digits of your Social Security Number and your 2 digit birth month (mm) and day(dd). You will then be prompted to change your PIN.

Step 4:

Provide the person needing proof of your employment plus income with all of the following information:

•Your Social Security Number: --

•Creighton University Employer Code: 12603

•Your Salary Key (from Step 3):

•The Work Number Access Options for Verifiers:

Option a) www.theworknumber.com

Option b) **1-800-367-5690**

Applying to a Social Service Agency?

Provide this information to your case worker.

Attention Case Worker

Please take the following steps:

Step 1:

Register with The Work Number:

All agencies must register to use the service. It takes about

5 minutes to complete the application. If you are already registered and need help, please call the Client Service

Center at 1-800-996-7566.

Option a) www.theworknumber.com

Option b) **1-800-996-7566**

Step 2:

Obtain an employment and income verification:

- The Work Number access options for Social Service agencies:

Option a) www.theworknumber.com

Option b) **1-800-660-3399**

- Enter your registered fax number

- Enter the following information when instructed:

a) Creighton University Employer Code: 12603

b) Employee's Social Security Number:

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- Select the kind of verification you need.

You can verify *employment* or *employment plus income*.