

## The Work Number ®

The University of Central Florida Human Resources department uses The Work Number® to provide automated employment verification on our employees. The Work Number, a service of TALX Corporation, is an automated process for employment that allows employees to have their information verified within a matter of minutes. The Work Number requires that verifiers have employee authorization to access his/her information. This allows the employee control over who has the ability to pull information.

**Option 1: [www.theworknumber.com](http://www.theworknumber.com)**

Use a credit card or become a member to get instant Web verifications.

**Option 2: 1-800-367-5690**

Use a credit card or become a member to get a voiced or faxed verification in minutes.

**To Obtain Proof of Employment Only**

- 1) Contact The Work Number by using one of the above options.
- 2) Follow the prompted instructions.
- 3) You will need the following information:
  - UCF Employer Code: **13845**
  - Employee's Social Security Number provided by the employee.

**To Obtain Proof of Employment Plus Income**

- 1) Use the instructions for obtaining proof of employment.
- 2) You will need employee authorization:
  - One form of authorization is a salary key provided by the employee. Employees may get a Salary Key by visiting [www.theworknumber.com/employees](http://www.theworknumber.com/employees) or calling 1-800-367-2884.

**Special Instructions for Social Service Agencies**

*Registered Users*

- Get verifications at [www.theworknumber.com/socialservices](http://www.theworknumber.com/socialservices) or 1-800-660-3399.
- Enter your registered fax number, if applicable, or other identifying codes.
- Your verification will be faxed directly to this pre-registered fax number.

*New Users*

Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process and takes approximately 48 hours.

For additional questions or more information regarding the benefits of membership, please call:

**The Work Number Client Service Center**

Monday – Friday; 7:00 a.m. – 8:00 p.m. (CT)

**1-800-996-7566**

**1-800-424-0253** (TTY – Deaf)