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
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 or calling 1-800-367-2884.

Special Instructions for Social Service Agencies
Registered Users
   • Get verifications at 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)