

How to Use The Work Number

Need Proof of Employment?

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

- The Work Number access options
 - > Option a) www.theworknumber.com
 - > Option b) **1-800-367-5690**
- Your Social Security number
- UPMC employer code: **11863**

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:

- UPMC employer code: **11863**
- User ID (Your Social Security number)
- Your PIN (last four digits of Social Security number)

Step 4:

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

- Your Social Security number
- UPMC employer code: **11863**
- Your six-digit 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 five minutes to complete the application. If you are already registered and need help, contact the Client Service Center.
 - > 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) UPMC employer code: **11863**
 - > b) Employee’s Social Security number

Select the kind of verification you need. You can verify employment or employment plus income.

Need proof of employment or income?

The Work Number® makes it quick and simple.



Why The Work Number?

The Work Number® is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment, or any other instance where proof of employment or income is needed. You benefit from having control of the process — authorizing others to access your information.

You're in Good Company

UPMC is one of nearly 1,000 employers offering secure, fast employment and income verifications via The Work Number.®

UPMC
LIFE CHANGING MEDICINE

The Work Number can be used anytime, anywhere — available 24 hours a day, seven days a week.

Access The Work Number via:
www.theworknumber.com or
1-800-367-2884

Client Service Center:
1-800-996-7566 (Voice) or
1-800-424-0253 (TTY — Hearing Impaired)
Monday through Friday, 8 a.m. to 9 p.m. EST

For additional information search
“The Work Number” on Infonet.

Infonet > Business Tools > Human Resources

UPMC policy prohibits discrimination or harassment on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, gender identity, marital status, familial status, disability, veteran status, or any other legally protected group status. Further, UPMC will continue to support and promote equal employment opportunity, human dignity, and racial, ethnic, and cultural diversity. This policy applies to admissions, employment, and access to and treatment in UPMC programs and activities. This commitment is made by UPMC in accordance with federal, state, and/or local laws and regulations.