

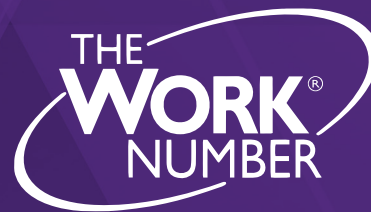
Verifications available
when you need them; not
just when someone has
time to complete them.

WHY THE WORK NUMBER?

The Work Number® is an automated service that protects your personal information during the verification process. This secure service is used when you apply for a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

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

- If you need to access The Work Number, go to www.theworknumber.com or 1-800-367-2884.
- Client Service Center:
1-800-996-7566
1-800-424-0253 (TTY – Deaf)
Monday-Friday, 7 a.m. - 8 p.m. CST



KANSAS STATE
UNIVERSITY

Division of Human Capital Services

103 Edwards Hall
1810 Kerr Drive
Manhattan, KS 66506
(785) 532-6277

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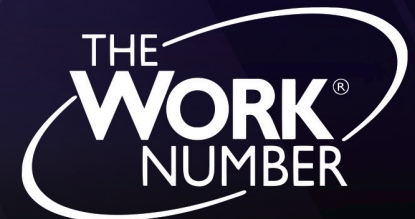


KANSAS STATE UNIVERSITY BRINGS YOU THE WORK NUMBER

Buying a home or a car?
Leasing an apartment?
Applying for a loan?

You'll need proof of employment or income...

k-state.edu/hcs



KANSAS STATE
UNIVERSITY

Division of Human
Capital Services

NEED PROOF OF EMPLOYMENT OR INCOME?

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

- Your Social Security Number
- Kansas State University Employer Code: 12525

The Work Number access options for verifiers: www.theworknumber.com or 1-800-367-5690

**THE WORK NUMBER
IS THE NUMBER
ONE** EMPLOYMENT
VERIFICATION SERVICE



NEED TO CREATE A SALARY KEY?

A salary key is one form of employee authorization used to release income. If a verifier is requesting a salary key from you, please take the following steps:

- The Work Number access options for employees: www.theworknumber.com or 1-800-367-2884
- Select "I'm an Employee"
- Select "Enter Site"
- Enter the Employer Code (12525) and select "Log In"
- Select "I want to provide proof of employment and income"
- Enter your User ID and select "Continue"
- Enter your PIN and select "Log in" – pin scheme is last 4 SSN+MMYY of birthdate
- Select "Create a Salary Key"
- Select "Create Another Salary Key"
- Write down the six-digit number

Provide the person requesting the salary key with the following information:

- Your Social Security Number
- Kansas State University Employer Code — 12525
- Your salary key

The Work Number access options for verifiers: www.theworknumber.com or 1-800-367-5690

YOU'RE IN GOOD COMPANY

Kansas State University is one of over 2,100 employers offering secure, fast employment and income verifications via The Work Number.