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 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/hr
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

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

THE WORK NUMBER IS THE NUMBER ONE EMPLOYMENT VERIFICATION SERVICE

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.