# Pueblo Community College

# Verifications of Employment

INFORMATION FOR VERIFIERS

The Work Number now manages verifications of employment for past and present employees of Pueblo Community College. Any party wishing to verify employment and/or income information for employees or former employees should contact The Work Number at 800-367-5690 or The Work Number for Verifiers.  Our employer code is:

19241 - Pueblo Community College

INFORMATION FOR CURRENT AND FORMER EMPLOYEES

The Work Number® is a fast and secure way to provide proof of your employment or income—a necessary step in many of today's life events involving credit, financing, or securing of benefits or services. The Work Number simplifies the verification process and accelerates credit decisions through an online system available to verifiers 24 hours a day, 7 days a week.

Please direct entities in need of proof of your employment or income to The Work Number for Verifiers. They may also call 800-367-5690 for assistance.

For more information on the service and how to use it, please visit The Work Number for Employees.

Employees can create salary keys as needed and can access one (1) free Employment Data Report (EDR) each year through The Work Number. A Salary Key is a unique single-use, six-digit code that an employee can provide to a verifier as consent to access the individual's income information.  The EDR provides complete historical employment and income information, as well as a listing of verifier requests for the past two years.  See Below for instructions on accessing the EDR and creating the Salary Key.

**For questions or more information please contact:** The Work Number Client Service Center: 800.367.2884
TTY–hearing impaired: 800.424.0253, Monday – Friday; 7a.m. – 8p.m. (CT)

# Accessing Your Employment Data Report

The Work Number® is a fast and secure way to provide proof of your employment or income—a necessary step in many of today's life events involving credit, financing, or securing of benefits or services. The Work Number simplifies the verification process and accelerates credit decisions through an online system available to verifiers 24 hours a day, 7 days a week. The purpose of this document is to provide you with step-by-step instructions on how you can access your free annual Employment Data Report (EDR).

An EDR is a report, per the Fair Credit Reporting Act, to allow transparency to your information contained on The Work Number and a list of all verifiers who have attempted access to your employment records in the prior 24 months.

**First step is to access your employee account on the [The Work Number](#).**

1. Click the "I'm an Employee" tab
2. Click "Enter Site"
3. Enter your employer's name or code (19241) (or use the "Find Employer Name" look-up feature)
4. Click "Log In"
5. Enter your User ID
6. Click "Continue"
7. Enter your PIN

**Note** – If this is your first time accessing The Work Number, you will use a default User ID and PIN scheme established by CCCS

       Default User ID: Employee SNumber

Default PIN Scheme: YYYY of Current Hire Date (You can find your current hire date through the PCC portal/Self Service Banner/Employee Menu/Benefits and Deductions Menu/Benefits Summary)

**Note** – If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

8. Click "Log In"

Requesting your Employment Data Report (EDR)

1. Click "Request Instant Online Report"
2. Select the state you are employed in
3. Select a reason for your request
4. Select whether to show your full SSN
   on the report or mask it
5. Click "Get Instant Online Report"

EDR by Mail

**Note** – In some cases your EDR might not
be available for online viewing. However, you can select the "Print Manual Request
Form" option, complete the form, mail it to the address listed, and a paper copy of your
EDR will be mailed to you.

# Creating Salary Keys

The Work Number**®** is a fast and secure way to provide proof of your employment or income—a necessary step in many of today's life events involving credit, financing, or securing of benefits or services. The Work Number simplifies the verification process and accelerates credit decisions through an online system available to verifiers 24 hours a day, 7 days a week. The purpose of this document is to provide you with steps in order to generate a **Salary Key**, a single-use, six-digit code that you can provide to a verifier as consent to access your income information.

**Note –** In most cases, your consent is provided at the point of application for a service—when you sign a loan application or similar agreement—and a Salary Key is not required, but if you are asked to provide one from the verifier, you can use these instructions.

First step is to access your employee account on the [The Work Number](#).

1. Click the "I'm an Employee" tab
2. Click "Enter Site"
3. Enter your employer's name or code (19241) (or use the "Find Employer Name" look-up feature)
4. Click "Log In"
5. Enter your User ID
6. Click "Continue"
7. Enter your PIN

Note – If this is your first time accessing The Work Number, you will use a default User ID and PIN scheme established by CCCS
    Default User ID: Employee SNumber
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Note – If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

8. Click "Log In"

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Creating and managing Salary Keys
1. Click "Prove Income to Verifiers"
2. Click "Create Salary Key"
3. Click "New Salary Key"
4. The new salary key can be printed or emailed with instructions for the verifier on how to use it through The Work Number. Or the salary key itself can be provided to the verifier along with your employer name or code and your social security number.

**Note** – At any point, select the "Salary Key Activity" link to view the status (used, unused, expired) of keys you have created.