Memorandum

To: Temple University Employees
From: Nancy L. Hinchcliff, Assistant Vice President
       Human Resources – Operations
Date: April 25, 2013
Subject: Implementation of THE WORK NUMBER for Employment
         and Income Verifications

Buying a home or a car? Renting an apartment? Applying for a loan, or simply trying to
establish credit?

At times throughout your employment at Temple University you may need to engage in these types
of personal transactions and we are pleased to announce that the university has partnered with THE
WORK NUMBER, an automated service that provides employment and income verifications for
our current and former employees.

Beginning Thursday April 25th, The Work Number will be providing these services on behalf of
Temple’s current and former employees.

THE WORK NUMBER will allow our employees to have their employment and income verified
within a matter of minutes, 24 hours a day, 7 days a week. This convenient process is widely used
by most requesting commercial and social service agencies. For your convenience we have
provided instructions on how to use THE WORK NUMBER:

For Proof of Employment Only

THE WORK NUMBER can provide this directly without your authorization. However, you will
need to provide the verifier with the following:

- Your Social Security Number (SSN)
- The Temple University Employer Code: 15162
- For your convenience, a form is available on the HR Payroll Management website which can
  be completed and provided to the verifier with the required information.

For Proof of Employment plus Income Verification

You will first need to contact THE WORK NUMBER to create a “Salary Key”. This Key grants
your verifier one-time secure access to your income data. You will need the following:
- Temple University Employer Code: **15162**

- Your Social Security Number

- Your PIN# (the last 4 digit of your SSN and your 4 digit Birth Year) to create the “Salary Key”

- Once you have created the “Salary Key” online, jot it down, as you will need to provide this to your verifier, along with your SSN, the Temple University Employer Code, and the contact information for **THE WORK NUMBER**.

- Again, HR provides a form which can be completed and provided to the verifier after you create your salary key. [The form is available on the HR Payroll Management website](http://www.theworknumber.com).

**To Contact THE WORK NUMBER:**

*Internet Access*
www.theworknumber.com

*Telephone Access:*
(800) 367-5690 – Telephone number for employees to provide to verifiers
(800) 367-2884 – Telephone number for employees to create a salary key

**THE WORK NUMBER Client Service Center:**
If you have questions or need additional assistance regarding the use of the new service, you may contact **THE WORK NUMBER** Client Service Center at 1-800-996-7566 (Monday to Friday 7 a.m. to 8 p.m.)

**To Contact Temple University Human Resources:**

*Employment & Income Verification Instruction Hotline:*
Additionally, to listen to Temple University’s pre-recorded message detailing these instructions, you may call **(215) 204-8793**.

*Website:*
Information regarding the Employment and Income Verification process is also available on the [HR Payroll Management Website](http://www.theworknumber.com).

Should you require additional information or have questions, please feel free to contact the Payroll Management at 215-926-2244.