

## **WORK NUMBER**

Beginning March 2011, all university employees will have access to an automated employment verification service that comes through the State Controller's Office, which allows you to have your employment and salary verified within a matter of minutes. This fast highly secure service is used for mortgage applications, reference checks, loan applications, and apartment leases. Anything you need that requires proof of employment. It is quick, accurate and best of all its easy. The WORK NUMBER is available 24 hours a day, 7 days a week via internet or phone.

The benefits of this service are significant: quicker loan approvals, speedier employment verifications, up-to-date information, and round-the-clock access to employment and salary information for verifiers (organizations that need credit or employment reference information). This service will eliminate the need for HR/Payroll and Faculty Affairs to manually complete and return employment verification documents.

Employment verification documents, received in HR/Payroll or Faculty Affairs, will be returned to the verifier with a notification that WORK NUMBER is now their reference source. Contact information, along with instructions, will be included in the notification.

WORK NUMBER does not provide Letters of Employment. For Letters of Employment MPP/staff/student assistants contact Human Resources and faculty contact Faculty Affairs offices.