



UNIFORMED SERVICES UNIVERSITY

Of the Health Sciences

Civilian Human Resources

Employment Verification Process

This is to remind all civilian employees about the employment verification process. You should use the Employment Verification Service anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans.

Who receives the information

Any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that you authorize can obtain this information by calling the "**The Work Number for Everyone**" © or visiting <http://www.theworknumber.com> once you give them your **salary key**.

Getting a Salary Key

To obtain a salary key, dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com>. You can obtain up to three salary keys. If unused, they will expire after six months.

When prompted enter: Department of Defense Code: **10365**; Your Social Security Number and your 4-digit Pin: Month and Day of Birthday (MMDD format, for example March 27 would be entered as "**0327**"). Then change your PIN to any 4 to 8 digit number. You will be given your salary key. If using the telephone, have a pen and paper handy so you can write down the salary key (a six-digit number that will be voiced to you). If using the Internet, the salary key will be shown to you. Simply give this number to the organization requesting the employment or salary verification.

Types of Verification

Basic: Verifies that you are a DOD employee, spells your name, and provides your most recent start date, how long you have been employed and your job title,

Basic Plus: In addition to above, provides current salary information.

Full: This option provides all of the above in addition to your gross earnings YTD and your salary history for the prior two years if available.

If you or your verifier has any questions, please call The Work Number © Customer Service Center at 1(800)996-7566, Monday-Friday, 7am-8pm CST.