

Keep Life Moving...

Buying a home?

Moving into an apartment?

Purchasing or leasing a car?

Verifying past employment?

You'll need proof of your employment or income fast !

Visit **www.theworknumber.com** available 24/7
or call **1-800-367-2884** available 8 am to 7 pm, daily



You'll need:

- Your Employer Code:

- Johns Hopkins University 11472
- Johns Hopkins Health System 12301
- Johns Hopkins Hospital 12301
- Johns Hopkins Bayview Medical Center 12301
- Johns Hopkins Home Care Group 12301
- Johns Hopkins Home Health Services 12301
- Johns Hopkins Pediatrics at Home 12301
- Johns Hopkins Pharmerquip 12301
- Johns Hopkins Emergency Medical Services 12301
- Johns Hopkins Suburban Hospital 12301
- Johns Hopkins Suburban Outpatient Surgical Center 12301
- Johns Hopkins Suburban Physicians Asst Assoc 12301
- Johns Hopkins Howard County General Hospital 12301
- Johns Hopkins TCAS 12301
- Johns Hopkins All Children's Hospital 12301

- Your SSN

- Your PIN

(Middle 2 of SSN and birth date MMDDYY the 1st time)



The Work Number Employment and Wage Verification

Johns Hopkins University
Johns Hopkins Health System



Employment and Wage Verification

The screenshot shows a web browser window titled "FlashHost - Windows Internet Explorer". The address bar contains the URL: <http://theworknumber.sselearn.com/ContentHost/FlashHost.aspx?token=7DA39468AAD25CC085D98066798E52CB9CBAD5A769A09C9983D586DA9C>. The page header includes the "THE WORK NUMBER" logo and the text "A service of TALX Corporation". The main content area is titled "The Simplified, Automated Verification Process" and features a diagram. The diagram shows a woman's photo on the left, a red arrow pointing to a "BANK" sign in the middle, and another red arrow pointing to the "THE WORK NUMBER" logo at the bottom. A sidebar on the left contains a list of navigation links: Introduction, The Work Number, Manual Process, Automated Process, Reasons to Use, Verification Types, Maximize the Value, Common Questions, and Contact Us. The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".


The WORK Number is the online process employees use to provide employment and/or wage verification to lending agencies and services, etc.

When you may need the service

FlashHost - Windows Internet Explorer

http://theworknumber.sselearn.com/ContentHost/FlashHost.aspx?token=7DA39468AAD25CC085D98066798E52CB9CBAD5A769A09C9983D586DA9C



A service of TALX Corporation





The Work Number

The Work Number is an automated service that provides employment and income verifications.


Renting an apartment



Social Services



Purchasing a car



Home Equity Loan

Purchasing a home

Done Internet 100%

Navigation icons: Refresh, Previous, Play/Pause, Next, Close

For information on The Work Number go to HR/Payroll Shared Services website

- http://ssc.jhmi.edu/hr_payroll/index.html

Human Resources - Payroll

The mission of HR/Payroll Shared Services is to provide our customers with quality, timely and efficient services. We will achieve this mission by utilizing technology, cultivating the skills of our staff and building strong relationships with our customers. We will operate our center understanding that we live in a competitive environment and our goal is to ensure our customer's satisfaction.

Human Resources Johns Hopkins at Eastern - Suite D100 1101 East 33rd Street Baltimore, MD 21218 Main: 443-997-5828 Fax: 443-997-5822	Payroll Johns Hopkins at Eastern - Suite D200 1101 East 33rd Street Baltimore, MD 21218 Phone: 443-997-5828 Fax: 443-997-6686
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OFFICE HOURS Monday - Friday 8:30am - 5:00pm

Email: [Homewood Division \(Including Peabody & SAIS\)](#)
[School of Public Health & Nursing](#)
[Health System](#)
[School of Medicine](#)

Email: [Payroll](#)

[View Web Pay Statement](#)

[Request Employment and Wage Verification](#)
[Requests for Duplicate forms W-2 and/or 1042-S](#)

[HR/Payroll Shared Services Org Chart](#)
[HR/Payroll Shared Services Service Level Agreement](#)

Information on The WORK Number can be accessed by clicking on the "Request Employment and Wage Verification" link

Option 1

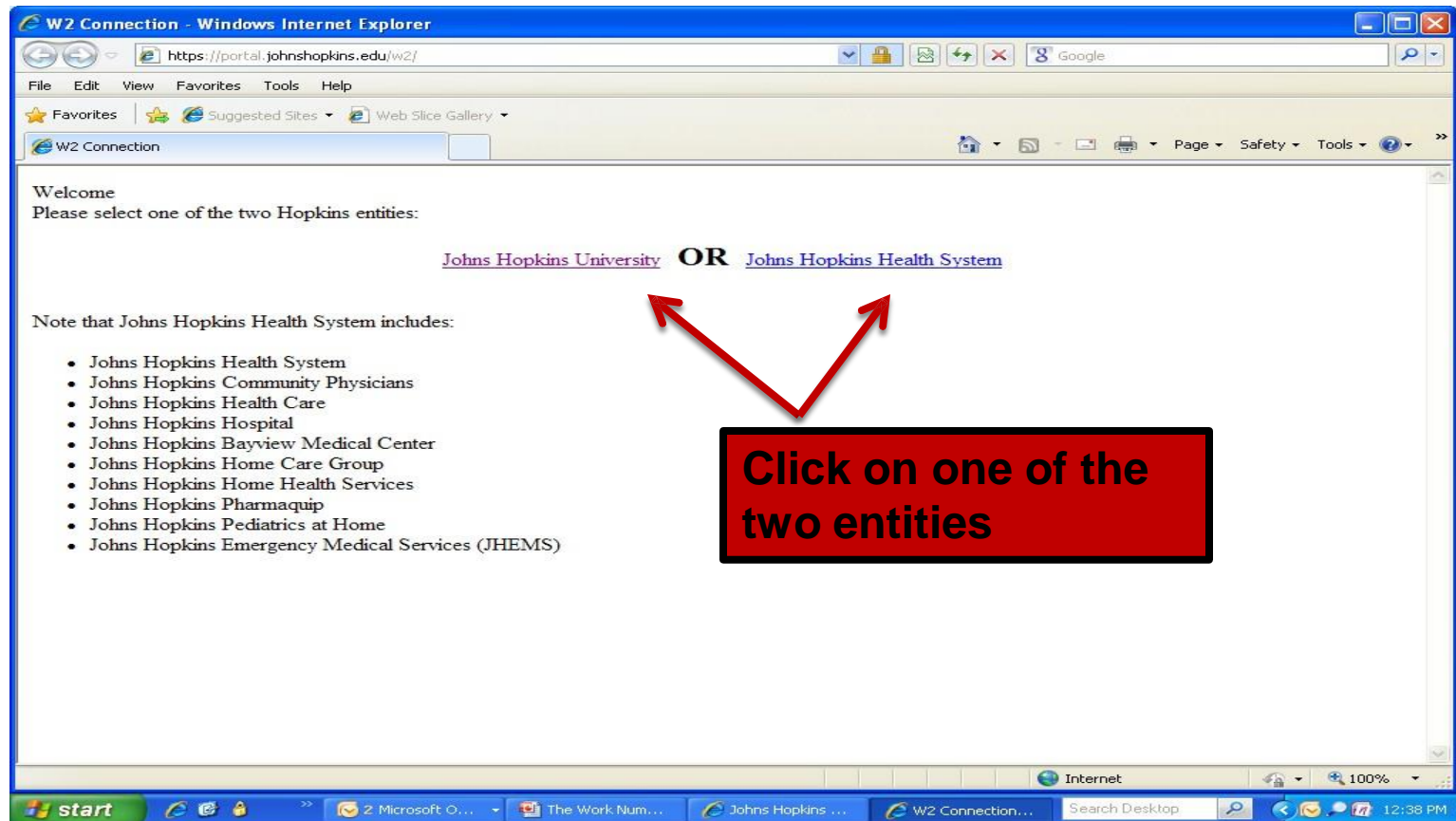
Current employees needing access to account

- Go to *myJH* to access through the W-2 Portal link

The screenshot shows the Johns Hopkins myJH portal. The browser title is "Johns Hopkins Institutions - myJohnsHopkins v3.0.0-33.3 - Windows Internet Explorer". The address bar shows "https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP?uP_root=root&uP_reload_1". The page features a navigation bar with "Home", "myJHed", and "Service Request". A sidebar on the left contains links for "myProfile", "myPayroll", "myApps", "Messaging", "JHConnect", "ISIS", and "myLearning". The main content area has a "Home" section with a "W-2 eXpress" link circled in red. A red callout box with white text points to this link, stating: "The WORK Number can be accessed by clicking on the link to the W-2 Express page". Other sections include "My Bookmarks", "Weather Channel - Baltimore", "Daily Announcements JHU", and "JHU Daily Events". The bottom of the page shows the Windows taskbar with the start button and several open applications.

Employees needing access to account

- Choose your employer



W2 Connection - Windows Internet Explorer

https://portal.johnshopkins.edu/w2/

File Edit View Favorites Tools Help

W2 Connection

Welcome
Please select one of the two Hopkins entities:

[Johns Hopkins University](#) OR [Johns Hopkins Health System](#)

Note that Johns Hopkins Health System includes:

- Johns Hopkins Health System
- Johns Hopkins Community Physicians
- Johns Hopkins Health Care
- Johns Hopkins Hospital
- Johns Hopkins Bayview Medical Center
- Johns Hopkins Home Care Group
- Johns Hopkins Home Health Services
- Johns Hopkins Pharmaquip
- Johns Hopkins Pediatrics at Home
- Johns Hopkins Emergency Medical Services (JHEMS)

Click on one of the two entities

Internet 100%

start 2 Microsoft O... The Work Num... Johns Hopkins ... W2 Connection... Search Desktop 12:38 PM

Employees needing access to account

- Go to The Work Number through the W-2 eXpress

The screenshot shows the 'Employee Main Menu' in a Windows Internet Explorer browser. The address bar displays 'https://secure.w2express.com/postauthenticated/employeemainmenu.ascx'. The page features a navigation menu on the left with categories: Main Menu, W-2 Features, My Account, and Customer Service. The main content area includes a 'Main Menu' header, a notification about 2009 electronic W-2s, and a section titled 'Other Services You Have' which contains a link for 'The Work Number'. A red circle highlights the 'Other Services You Have' section, and a red arrow points from a callout box to it. Another red arrow points from a second callout box to the 'W-2 Features' link in the left sidebar.

The WORK Number can be accessed by clicking on the "Other Services You Have" link from the W-2 Express page

Entering through *myJH* portal, you will automatically be logged in to use the TALX services

What is an Employment Verification?

- ***Employment Verification*** – Information provided to a requestor to validate or verify the employment or the duration of employment of an individual.
 - Salary information is not requested or provided
 - Information is only provided if the employee has indicated s/he is or was an employee of the organization and has authorized the verification

Employment Verification – Current Employees

Click on “Prove Your Employment” for Employment Verification

THE WORK NUMBER

Privacy Policy → Help → Logout →

Main Menu

Verifications

My Account

Customer Service

Resource Center

webManager

Training Room

Main Menu

eLearning: This is a FREE service that provides you with training on how The Work Number can benefit your company and gives you the resources for educating your employees on using our service. Go to our Training Room located on the Main Menu to take advantage of this learning opportunity. [Do not show this again](#)

Verifications
[Prove Your Employment](#)
[Prove Your Income With a Salary Key](#)

My Account
[Notifications & E-Mail](#)
[Change Your PIN](#)
[PIN Reset Options](#)
[Review Account Activity](#)

Training Room
eLearning - Training and educational resources on how to maximize the value of The Work Number for your organization. [Go there now](#)

Customer Service
Help is just a click away. You will find FAQs, contact information, and more in this section. [more](#)

Your Other Services:

W-2 eXpress Reprints of your W-2 as well as a variety of additional W-2 and tax related services. [Go there now.](#)

Resource Center
Tools, advice, and Tax Manager by Turbo Tax®, are just a click away. [more](#)

webManager
The online resource for all your managing needs. [more](#)

[Terms and Conditions](#) →

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A salary key is not needed for Employment Verification

Proof of Employment

The screenshot shows a Windows Internet Explorer browser window titled "The Work Number Employee -- Instructions for Providing Proof of Employment Only". The address bar shows the URL: https://secure.theworknumber.com/Employee/postauthenticated/VOE_Only.aspx. The page content includes the "THE WORK NUMBER" logo, a navigation menu, and a main section titled "Instructions for Providing Proof of Employment Only".

The main section contains the following text:

The Work Number will allow you to provide any third-party verifier with proof of your employment.

1. Give your verifier employer code **11472**.
2. Give your verifier your Social Security Number.
3. Tell your verifier to go to www.theworknumber.com and click on the verifier icon to get proof of your employment (no income).

Below the list, it states: "If your verifier does not have Internet access or would prefer to use the telephone, have them call 800-367-5690." and "If they have questions about service, complete instructions and information are available at www.theworknumber.com or by calling 800-996-7566 (Voice) / 800-424-0253 (TTY/Deaf)."

A red box on the right side of the page contains the text: "Follow these instructions to provide the necessary information to the Verifier for Employment Verification". A red arrow points from this box to the highlighted instructions.

Other elements on the page include a "Main Menu" sidebar, a "Your Other Services" section with a link to "W-2 eXpress", and a "Return to Main Menu" button at the bottom.

What is a Salary Verification?

- ***Salary or Wage Verification*** – Information provided to a requestor to validate or verify employment and salary information of an individual
 - A “salary key” is required from the employee (6 digit number issued by The Work Number)
 - Information is only provided if the employee has provided a salary key

Salary or Wage Verification - Current Employees

The screenshot shows the 'The Work Number Employee -- Main Menu' page in Internet Explorer. The browser address bar shows the URL: <https://secure.theworknumber.com/Employee/postauthenticated/mainmenu.aspx>. The page features a sidebar with navigation options: Main Menu, Verifications, My Account, Customer Service, Resource Center, and Training Room. The main content area is titled 'Main Menu' and includes several sections: 'Verifications' with links for 'Prove Your Employment' and 'Prove Your Income With a Salary Key'; 'My Account' with links for 'Notifications & E-Mail', 'Change Your PIN', 'PIN Reset Options', and 'Review Account Activity'; 'Training Room' with a link to 'eLearning - Training and educational resources'; and 'Customer Service' with a link to 'Help is just a click away'. A red circle highlights the 'Prove Your Income With a Salary Key' link, and a red arrow points from a callout box to it. Another callout box is located at the bottom right of the page.

Click on "Prove Your Income With a Salary Key" for Salary or Wage Verification

A salary key is needed for Income Verification

Create a Salary Key for Income Verification

The screenshot shows a web browser window titled "The Work Number Employee -- Create a Salary Key - Windows Internet Explorer". The address bar shows the URL: <https://secure.theworknumber.com/Employee/postauthenticated/CreateSalaryKey.aspx>. The page features the "THE WORK NUMBER" logo and a navigation menu with items like "Main Menu", "Verification", "My Account", "Customer Service", "Resource Center", and "Training Room". A central instruction box contains the following text:

To provide someone with proof of your employment and income, follow three simple steps below. Please review each step and then click on the "Create a Salary Key" button.

1. Create a "Salary Key". Just click the button below. Giving a Salary Key to someone gives them permission to get proof of your employment and income one time.
2. Give the person needing proof of your employment and income your Social Security Number, your employer's name, and a Salary Key.
3. Tell that person to go to the verifier section of www.theworknumber.com

At the bottom of the instruction box are two buttons: "Cancel" and "Create a Salary Key". A red circle highlights the "Create a Salary Key" button. A red arrow points from the top-right red box to the instruction box, and another red arrow points from the bottom-right red box to the "Create a Salary Key" button.

Follow these instructions to provide the necessary information to the Verifier for Salary Verification

Click on "Create a Salary Key" when needing to give permission to a lender or other parties for wage information

Salary Key – Income Verification

The screenshot shows the 'The Work Number Employee -- Verifications' page in Internet Explorer. The browser address bar shows the URL: <https://secure.theworknumber.com/Employee/postauthenticated/ListSalaryKeys.aspx>. The page content includes a navigation menu on the left, a main menu, and a 'Verifications' section. A warning message states: 'For security reasons, you must create a separate Salary Key for each person who needs proof of your employment and income.' Below this, it says 'Your new Salary Key is displayed below.' and provides instructions on how to use the key. A table displays the following data:

Salary Key	Date & Time Created	Expiration Date	Status	Actions
260765	1/15/2010	1/17/2010	New	Delete Print Email

Below the table, there is a note: '* All times are Central Standard Time'. At the bottom of the table, there are two buttons: 'Create Another Salary Key' and 'Return to Main Menu'. The Windows taskbar at the bottom shows the system tray with the time 2:54 PM and the date 1/15/2010.

Provide the 6-digit number (salary key) in this field to the party requesting your salary information . A separate salary key is required for each party requesting verification.

Important to note: The salary key expires after 3 days OR when another salary key is cr

Option 2

Terminated or current employees needing access to account

- Go to The Work Number through the TWN website: <http://www.theworknumber.com/>

The screenshot shows the homepage of The Work Number website. At the top left is the logo "THE WORK NUMBER". Below it is a navigation bar with links: Home, Privacy Policy, Help, Contact Us, and a search box. A secondary navigation bar contains: About Us, Products and Services, Our Participating Employers, Security, and News and Events. The main content area features three primary sections: 1. "Verify someone's employment and income" with a photo of a woman and a blue arrow icon pointing to "Enter Verifier Section". 2. "Social service agencies" with a green arrow icon pointing to "Enter Social Service Section". 3. "Access your employee account" with a yellow arrow icon pointing to "Enter Employee Section". A red arrow points from the "Enter Employee Section" link to a red callout box on the right. Below the "Social service agencies" section, there is a small text snippet: "ousing, child support assistance needs."

The WORK Number can be accessed by clicking on the "Enter Employee Section"

Terminated employees must go through the TWN website for access to services

Identify Your Employer Code

- Johns Hopkins University -11472
- Johns Hopkins Health System -12301
- Johns Hopkins Hospital -12301
- Johns Hopkins Bayview Medical Center -12301
- Johns Hopkins Home Care Group -12301
- Johns Hopkins Home Health Services -12301
- Johns Hopkins Pediatrics at Home -12301
- Johns Hopkins Pharmequip -12301
- JH Emergency Medical Services -12301

Employee Login: Enter the Employer Code



A service of TALX. **m.LX.**

Home Privacy Policy Help Contact Us

Search

About Us

Products and Services

Our Participating Employers

Security

News and Events

Employee Home

About Employees

FAQ

Services

Employment Verifications

Ill-2 Services

ePayroll (Paperless Pay)

Home Buying Tips

webManager

The online resource for all your managing needs.
[Login](#)



Employee

Provide secure access to someone wanting to verify your employment and income.

New to The Work Number?

Using The Work Number is simple and fast!

[Learn rYlore](#)

[See Verification/ Salary Key Demo](#)

Promotional Link
Protect the power of your credit and your identity.
[Visit ww .](#)



Site Search

Search the content of this site.

Employee Login

Enter your employer's name or code number below to access your employee or webManager account.
Employer Name or Code:

11472 or 12301

[Find employer name](#)



Remember my ID on this Computer

[Want to verify someone else?](#)
[Social Service Agency?](#)
[Free Employment Data Report \(disclosure\)](#)
FCRA

Terms and Conditions

Copyright© 2.009 TALX. All Rights Reserved

Enter Your SSN and default pin

Middle 2 numbers of SSN and birth date MMDDYY



[Home](#) [Privacy Policy](#) [Help](#)

Login Instructions

Please enter your SSN and PIN. This information is only used to identify your account and is protected by industry standard SSL encryption.

[More About Security](#)

Employee Login

Johns Hopkins University

SSN: [Why my SSN?](#)

PIN: [Forgot your PIN?](#)

If you already have a PIN from using the W-2 service, you will use that to login

PIN = Middle 2 numbers of SSN and birth date MMDDYY (You will change the pin from initial login)

**Example:
Social Security Number: XXX-22-XXXX
Date of Birth: 10/15/1974**

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Verification – Follow previous instructions

Click on “Prove Your Employment” for Employment Verification



Privacy Policy → Help → Logout →

- Main Menu
- Verifications
- My Account
- Customer Service
- Resource Center
- webManager
- Training Room

Main Menu



eLearning: This is a FREE service that provides you with training on how The Work Number can benefit your company and gives you the resources for educating your employees on using our service. Go to our Training Room located on the Main Menu to take advantage of this learning opportunity.

[Do not show this again](#)



Verifications

[Prove Your Employment](#)
[Prove Your Income With a Salary Key](#)



My Account

[Notifications & E-Mail](#)
[Change Your PIN](#)
[PIN Reset Options](#)
[Review Account Activity](#)



Training Room

eLearning - Training and educational resources on how to maximize the value of The Work Number for your organization. [Go there now](#)



Customer Service

Help is just a click away. You will find FAQs, contact information, and more in this section. [more](#)

Your Other Services:

W-2 eXpress™

Reprints of your W-2 as well as a variety of additional W-2 and tax related services. [Go there now.](#)



Resource Center

Tools, advice, and Tax Manager by Turbo Tax®, are just a click away. [more](#)



webManager

The online resource for all your managing needs. [more](#)

A salary key is not needed for Employment Verification

Employee Request by Phone: 1-800-367-2884

Employee Instructions

- Press appropriate number for language choice
- Enter your employer code
- Enter your social security number
- Enter your pin number (middle 2 digits of the SS# and birth date: (MM/DD/YY)
- Change your pin
- Re-enter your new pin

Employee Service Options

- Income Verification – Press 1
- Employment Verification – Press 2
- Request W-2 – Press 3
- Change pin – Press 4
- You will be asked if you want a salary key:
 - Yes – Press 1
 - No – Press 2
- Your salary key will be given to you with the expiration date of the key.
- Give the key to the company requesting the information.



Verifiers and Agencies

Agency Requesting *Employment Verification*

- Direct the agency to go to:
www.theworknumber.com
 - Employee's Social Security Number required
 - Employee's Employer Code required

Agency Requesting *Salary Verification*

- Direct the agency to go to:
www.theworknumber.com
 - Employee's Social Security Number required
 - Employee's Employer Code required
 - Employee's Salary Key required

Tips when calling The WORK Number

- For faster service, use the website at www.theworknumber.com
- Do not use speaker phones
- Get help at anytime by saying “help”
- Press “0” for a live representative
- Proof of employment does **NOT** need a salary key

