Human Resources

Employment Verification Instructions

Buying a home or a car?
Applying for a loan?
Leasing an apartment?

You'll need proof of employment or income…

For fast, secure, anytime-anywhere proof of employment or income via the Web or phone we bring you… The Work Number®.

The Work Number service is used when you apply for a loan, need a reference check, leas an apartment, or any other instance where proof of employment or income is needed. You benefit from having control of the process – by authorizing others to have access to your information.

How it works…

Need proof of employment?

Give the person needing proof of your employment the following information:
- Your Social Security Number
- NAU Employer Code: **13889**
- The Work Number Access Options:
    - Option a) http://www.theworknumber.com/
    - Option b) 1-800-367-5690

Need proof of employment plus income?

Follow these easy steps:

Step 1:

Access The Work Number to create a "Salary Key" that grants one-time access to your income data:
- The Work Number Access Options for Employees:
    - Option a) http://www.theworknumber.com/
    - Option b) 1-800-367-2884

Step 2:

Select the "Create a Salary Key" option and prepare to write down the six-digit number.

Step 3:

You will need to enter the following information to obtain a Salary Key:
- NAU Employer Code: **13889**
- Your Social Security Number
- Your PIN: (last 4 digits of your SSN and your 4 digit birth year)

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Step 4:

Provide the person needing proof of your employment plus income with all of the following information:
- Your Social Security Number
- NAU Employer Code: **13889**
- Your Salary Key (from Step 3)
- The Work Number Access Options for Verifiers:
    o   Option a) http://www.theworknumber.com
    o   Option b) 1-800-367-5690

Applying to a Social Service Agency?

Provide this information to your case worker.

Attention Case Worker
Please take the following steps:

Step 1:

Register with The Work Number:
All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.
- Option a) http://www.theworknumber.com
- Option b) 1-800-996-7566

Step 2:

Obtain an employment and income verification:
- The Work Number access options for Social Service agencies:
    o   Option a) http://www.theworknumber.com
    o   Option b) 1-800-660-3399
- Enter your registered fax number
- Enter the following information when instructed:
    o   NAU Employer Code: **13889**
    o   Employee's Social Security Number
- Select the kind of verification you need. You can verify employment or employment plus income.