

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:

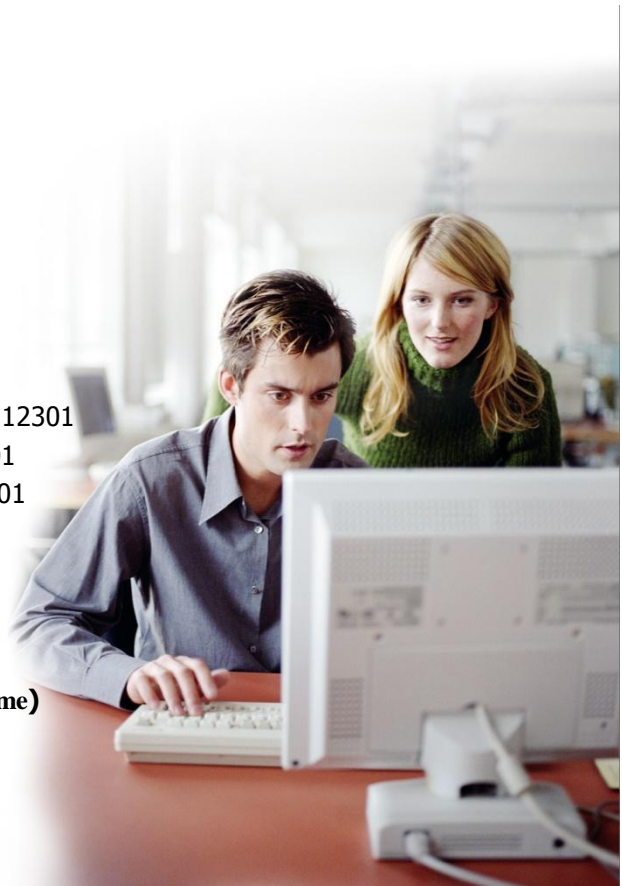
- Your Employer Code:

- 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 displays a web browser window titled "FlashHost - Windows Internet Explorer". The address bar shows the URL: <http://theworknumber.sselearn.com/ContentHost/FlashHost.aspx?token=7DA39468AAD25CC085D98066798E52CB9CBAD5A769A09C9983D586DA9C>. The page content includes the "THE WORK NUMBER" logo, a navigation sidebar with links such as "Introduction", "The Work Number", "Manual Process", "Automated Process", "Reasons to Use", "Verification Types", "Maximize the Value", "Common Questions", and "Contact Us", and a main section titled "The Simplified, Automated Verification Process". This section contains a diagram illustrating the verification flow: a photo of a woman, a red arrow pointing to a "BANK" sign, and another red arrow pointing to the "THE WORK NUMBER" logo.


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

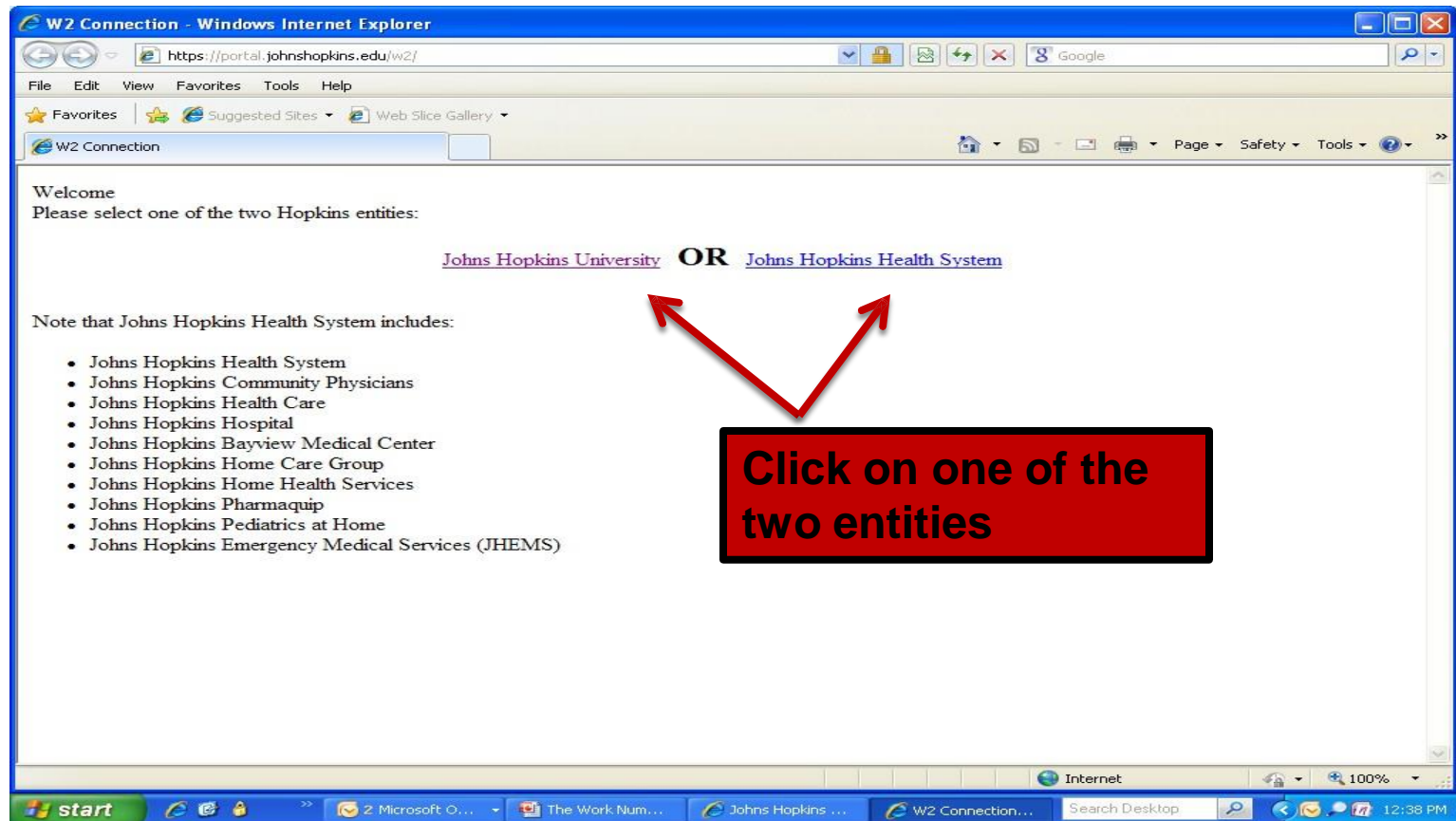
Current employees needing access to account

- 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 screen 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 like 'Main Menu', 'W-2 Features', 'My Account', and 'Customer Service'. A central banner area contains a notification about 2009 electronic W-2s and a section titled 'Other Services You Have' which includes 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 screenshot shows the website's main menu on the left with options: Main Menu, Verifications, My Account, Customer Service, Resource Center, webManager, and Training Room. The main content area features a 'Main Menu' banner, an eLearning announcement, and several service tiles. The 'Verifications' tile is circled in green and has a red arrow pointing to the 'Prove Your Employment' link. Other tiles include 'My Account', 'Training Room', and 'Customer Service'. A 'Your Other Services' section on the right lists 'W-2 eXpress', 'Resource Center', and 'webManager'. The footer contains 'Terms and Conditions' and a copyright notice for TALX Corporation.

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 with the address bar displaying https://secure.theworknumber.com/Employee/postauthenticated/VOE_Only.aspx. The page title is "The Work Number Employee -- Instructions for Providing Proof of Employment Only". The page content includes a navigation menu on the left with items like "Main Menu", "Verifications", "My Account", "Customer Service", "Resource Center", and "Training Room". The main content area is titled "Instructions for Providing Proof of Employment Only" and 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 numbered list of instructions.

Other elements on the page include a "Return to Main Menu" button, a "Your Other Services" section with a link to "W-2 eXpress", and a footer with "Terms and Conditions" and "Copyright © 2009 TALX Corporation. All Rights Reserved."

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

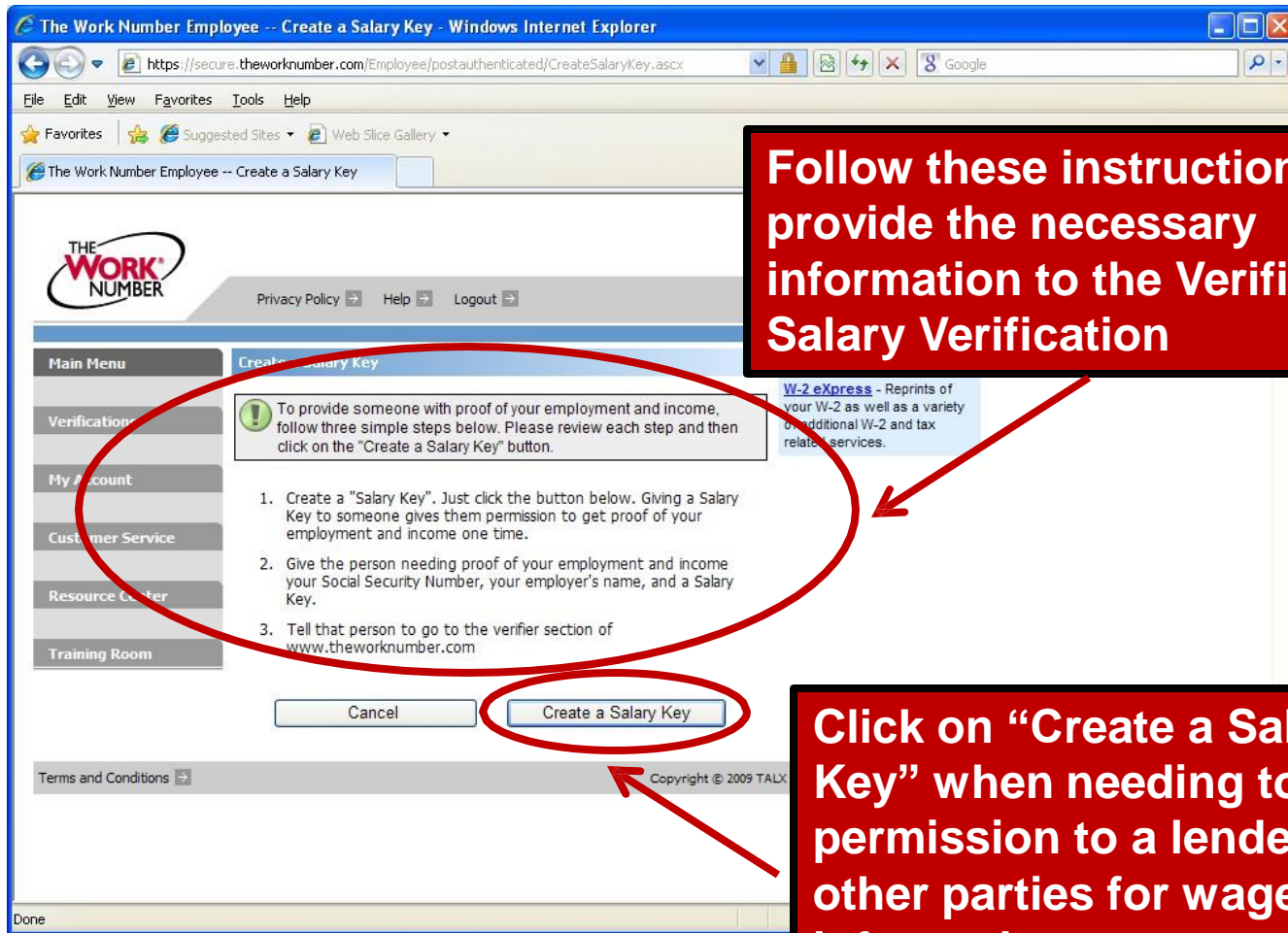
Salary or Wage Verification - Current Employees

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.ascx>. 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' (circled in red); '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'. Other sections include 'Your Other Services' (W-2 eXpress) and 'Resource Center' (Tools, advice, and Tax Manager by Turbo Tax).

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



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 Work Number Employee -- Verifications - Windows Internet Explorer

https://secure.theworknumber.com/Employee/postauthenticated/ListSalaryKeys.aspx

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Web Slice Gallery

The Work Number Employee -- Verifications

THE WORK NUMBER

Privacy Policy → Help → Logout →

Main Menu

- Verifications
- My Account
- Customer Service
- Resource Center
- Training Room

Verifications

! For security reasons, you must create a separate Salary Key for each person who needs proof of your employment and income.

Your new Salary Key is displayed below.

To provide someone with proof of your employment and income you will need to provide the following information: (1) Your salary key, (2) Your employer's name, (3) Tell that person to go to the verifier section of www.theworknumber.com

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

* All times are Central Standard Time

Create Another Salary Key

Return to Main Menu

Terms and Conditions →

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Done

Internet 100%

start 3 Microsoft ... Microsoft Word 2 Internet E... Microsoft Pow... Search Desktop 2:54 PM

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 columns. The left column has a photo of a woman and the text "Verify someone's employment and income" with a blue arrow icon and a link "Enter Verifier Section". The middle column has the text "Social service agencies" with a green arrow icon and a link "Enter Social Service Section". The right column has the heading "Access your employee account" with a yellow arrow icon and a link "Enter Employee Section". Below this is a list of services: "Create a salary key", "Access webManager", "Request your Employment Data Report (annual disclosure)", and "And much more ...". At the bottom right, there is a section for "W-2 eXpress" with the text "Did you know? If your company subscribes to W-2 eXpress you can access your W-2". A red arrow points from the "Enter Employee Section" link to a red box at the bottom right.

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

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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

