HARFORD COUNTY PUBLIC SCHOOLS

Human Resources Office

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Bel Air, Maryland 21014
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Refinancing your mortgage?
Renting an apartment?
Buying a car?

HCPS uses The Work Number® to provide automated employment and income verifications on our employees.

[The Work Number](#) is a fast and secure way to provide proof of your employment or income—a necessary step in many of today's life events involving credit, financing or securing of benefits or services. The Work Number simplifies the verification process and accelerates credit decisions through an online system available to verifiers 24 hours a day, 7 days a week. More than 200,000 credentialed verifiers rely on The Work Number for rapid access to information critical to their decision process, and over 2,900 employers nationwide have entrusted The Work Number to provide this important service on behalf of their employees.

HERE'S HOW IT WORKS: HCPS Employer Code 15815

1. HCPS's payroll department securely transmits employment and income data to The Work Number on a regular cycle, so the information remains current.

2. When you apply for credit or other services where proof of employment or income is required, you provide consent to the credit grantor to verify that information when signing the application.

3. The verifier, who has been carefully screened and credentialed before gaining access to the system, uses the HCPS employer code: 15815 and your Social Security Number to look up your record on The Work Number database.

4. The verifier must provide a valid reason or permissible purpose for requesting the information, as defined by the Fair Credit Reporting Act (FCRA).

5. With the above conditions met, the verifier can validate your employment or income in seconds, accelerating the decision process and helping you obtain the credit you deserve.

Applying for Public Assistance?

Thousands of social service agencies nationwide use The Work Number regularly to perform verifications. If asked for proof of employment or income, simply inform your caseworker that the information is available on The Work Number, and direct them to www.theworknumber.com or 800.660.3399 for more information.

VISIT:

- [www.theworknumber.com/employees](#)

- **Learn more about how The Work Number maintains your data privacy**

- **Understand how the Fair Credit Reporting Act (FCRA) helps protect you**

- **Obtain your Employee Data Report**

NEED HELP?

The Work Number Client Service Center is available:

- **Monday - Friday; 7am – 8pm (CT) at 800.367.2884.**
- **For TTY–hearing impaired call 800.424.0253.**

Revised August 2013

ACCESSING YOUR EMPLOYEE DATA REPORT AND CREATING SALARY KEYS
HCPS EMPLOYER CODE: 15815

The Work Number® is an automated service that accelerates credit decisions by providing verifiers—mortgage lenders, credit card companies, auto dealers and more—with proof of your employment or income, instantly and securely.

This document provides step-by-step instructions on how you can access The Work Number to perform two functions available to employees:

a. View your free annual **Employee Data Report**, a record of your information contained on The Work Number database and a list of the verifiers who have accessed that information
    - or-
b. Generate a **Salary Key**, a single-use, six-digit code that you can provide to a verifier as consent to access your income information. *Note: In most cases, your consent is provided at the point of application for a service—when you sign a loan application or similar agreement—and a Salary Key is not required, but if you are asked to provide one, the instructions below will show you how.*

ACCESSING THE WORK NUMBER

LINK: www.theworknumber.com

1. Click the "**I'm an Employee**" tab

2. Click "**Enter Site**"

3. Enter your **employer's name or code 15815**; or, use the "Find Employer Name" look-up feature)

4. Click "**Log In**"

ACCESSING THE WORK NUMBER (continued)

5. Enter your **User ID**
    Note: If this is your first time accessing The Work Number, you will use a default User ID and PIN sequence established by your employer.

    HCPS employees
    The default User ID and PIN scheme:
    ID: Social Security Number (9 digits, no dashes)
    PIN: Last 4 of SSN + 4 digit Birth Year

6. Click "**Continue**"

7. Enter your **PIN**
    Note: If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.

8. Click "**Log In**"
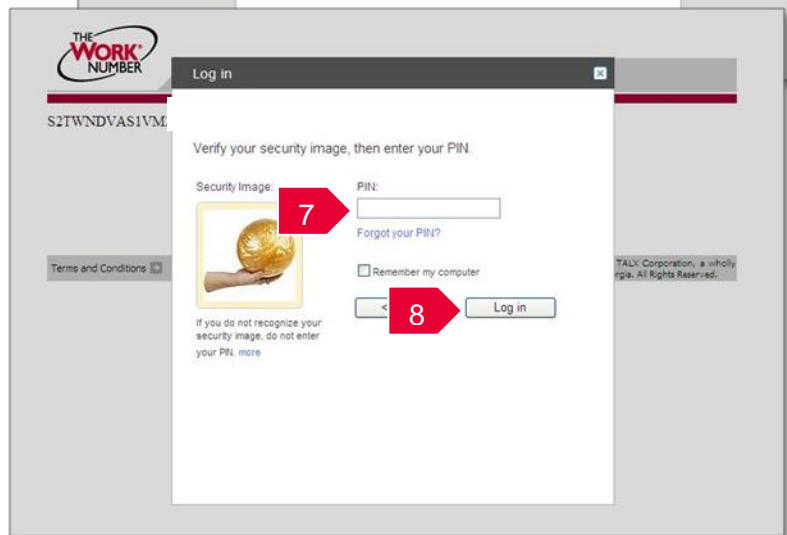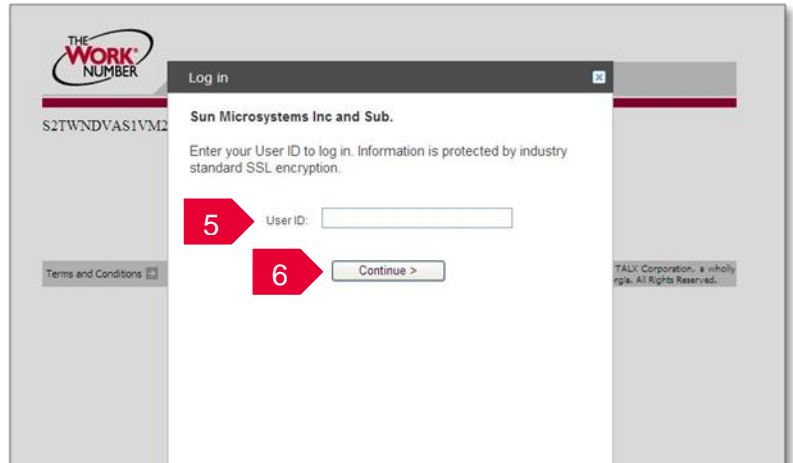
ACCESSING YOUR EMPLOYEE DATA REPORT (EDR)

1. Click "**Request Instant Online Report**"

2. Select the **state you are employed in**

3. Select a **reason for your request**

4. Select whether to **show your full SSN** on the report or mask it

5. Click "**Get Instant Online Report**"
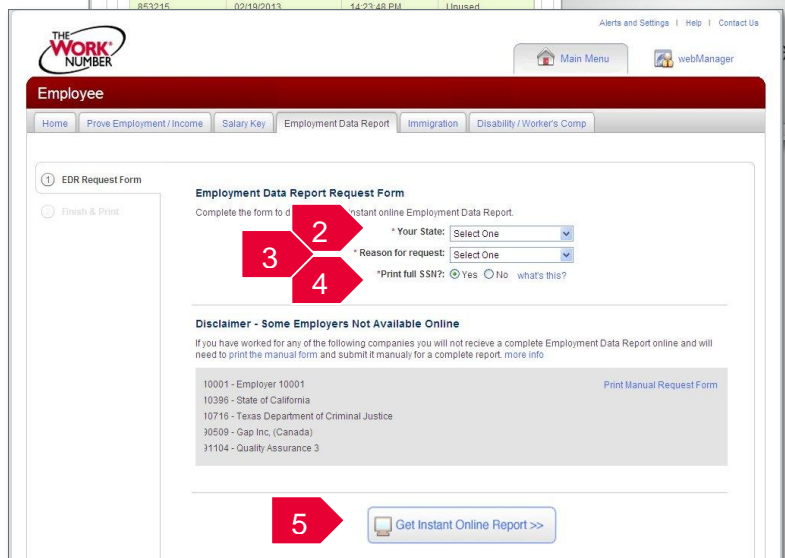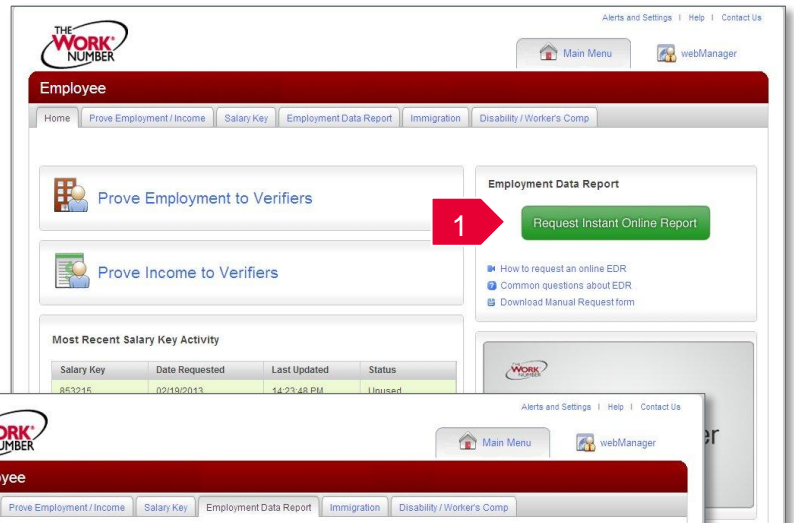
EDR BY MAIL

Note: In some cases your EDR might not be available for online viewing. However, you can select the
"Print Manual Request Form"
option, complete the form, mail it to the address listed, and a paper copy of your EDR will be mailed to you within15 days of receipt and processing.

CREATING AND MANAGING SALARY KEYS

Note: In most cases, your consent to have a verifier access your income information has already been established at the time of application and you will not need to generate a Salary Key. However, if instructed to do so, here's how:

1. Click "**Prove Income to Verifiers**"

2. Click "**Create Salary Key**"

3. Provide the newly created salary key to the verifier, along with your employer name or code and your social security number.
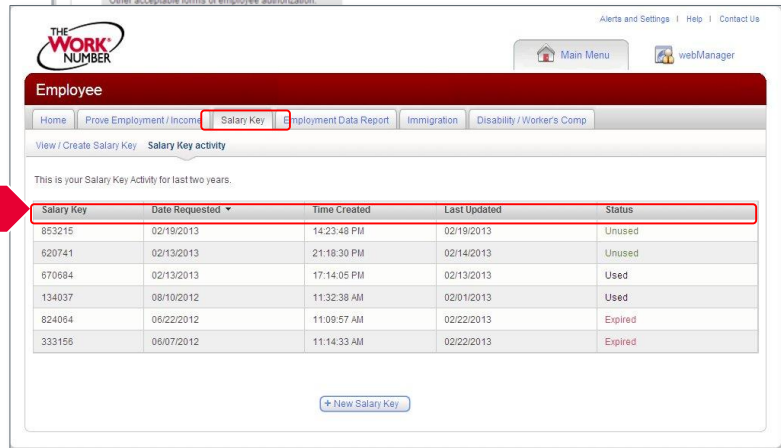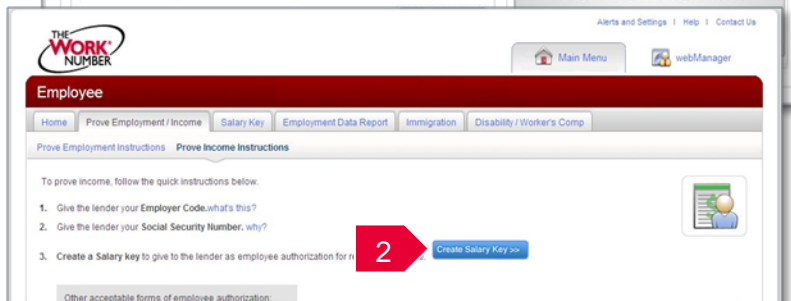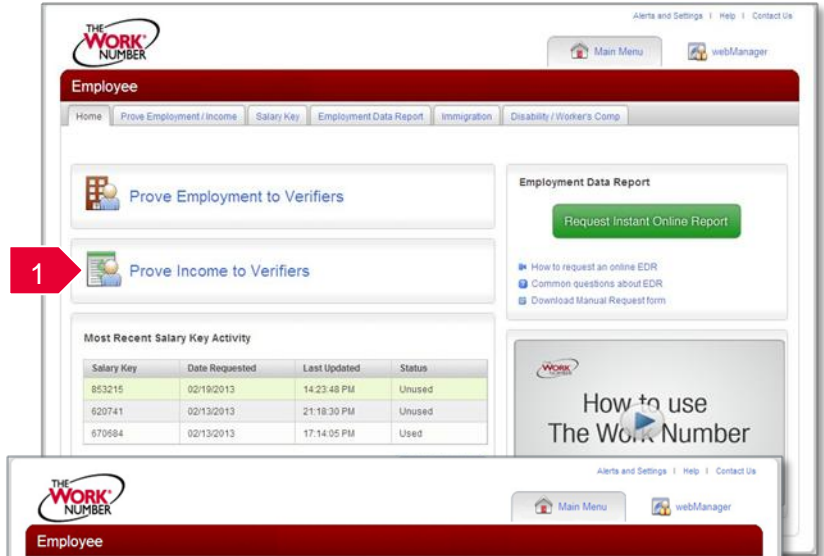
Note: At any point, select the "Salary Key Activity" link to view the status (used, unused, expired of any keys you have created.