

"The Work Number" (Requester) Automated Employment and Wage Verification

We offer two options for your use in obtaining employee information, either by web or phone*. Both options are available 24 hours a day. Please follow the procedures outlined below for employment and payroll verification using "The Work Number", the Automated Employment Verification line.

All Requesters (excluding Government Agencies):

To verify employment information only (such as employment date, title, and job status):

- The employee must provide you with his/her Social Security number and Employer Code (11556)
- You will be able to receive the employment information within minutes via web or phone by either one of the following two methods:
 - The website, www.theworknumber.com
 - OR
 - By phone via the Requester Instruction number at 800-367-5690

To verify employment and payroll information (including wages):

- The employee must provide you with his/her Social Security number, Employer Code (11556) and Salary Key
(If the employee does not have a Salary Key, please refer them to their Oasis Employee Handbook or to their employer for instructions on how to create one.)
- You will be able to receive the employment and payroll information within minutes via web or phone by either:
 - The website, www.theworknumber.com
 - OR
 - By phone via the Requester Instruction number at 800-367-5690

Government Agencies Only:

To verify employment and/or payroll information (including wages):

- The employee must provide you with his/her Social Security number and Employer Code (11556)
- The Agency must be pre-registered to use either the web or phone option (This can be done by calling 800-996-7566.)
- You will be able to receive the employment and payroll information within minutes via the special Government Agency Employment Verification by either:
 - The website, www.theworknumber.com/socialservices
 - OR
 - By phone via the Requester Instruction number at 800-660-3399

If you have problems using The Work Number or need the assistance of a translator, you may contact The Work Number Client Service team by calling 800-996-7566. They are available Monday through Friday 8:00 a.m. to 9:00 p.m. Eastern time, except major holidays.

Website: www.theworknumber.com

Employee: 800-367-2884

Requester: 800-367-5690

Government Agency: 800-660-3399

Client Service: 800-996-7566

* - All Requesters (except Government Agencies) will be charged a fee for employment and/or payroll information verification, unless there is not enough information to complete the verification. Please call The Work Number Client Service for more details and specific charges.

https://www2.oasisadvantage.com/marketing/docs/OPC/Implementation/Flyer_TheWorkNumber_Employee.pdf