Buying a home or a car?

Applying for a loan?

Leasing an apartment?

You’ll need proof of employment or income...

The Work Number® is an automated service that protects your personal information during the verification process. This secure service is used when you apply for a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

How it works...

Need proof of employment or income?

Give the person needing proof of your employment the following information:

- Your Social Security Number
- Kennesaw State University Employer Code: 14543

The Work Number access options for verifiers: www.theworknumber.com or 1-800-367-5690

Need to create a Salary Key?

A salary key is one form of employee authorization used to release income. If a verifier is requesting a salary key from you, please take the following steps:

- The Work Number access options for employees: www.theworknumber.com or 1-800-367-2884
- Select “I’m an Employee”
- Select “Enter Site”
- Enter the Employer Code (14543) and select “Log In”
- Select “I want to provide proof of employment and income”
- Enter User ID (SSN) and select “Continue”
- Enter PIN (Last 4 of SSN + 4 digit birth date YYYY ex: 81661971) and select “Log in”
- Select “Create a Salary Key”
- Select “Create A Salary Key”
- Write down the six-digit number ______________

Provide the person requesting the salary key with the following information:

- Your Social Security Number
- Kennesaw State University Employer Code: 14543
- Your salary key

The Work Number access options for verifiers: www.theworknumber.com or 1-800-367-5690