Important Employment & Income Verification Information

For employment or income verification requests on any Kennesaw State University employee, please use the following procedures:

Procedure to follow when verification requests are received by the following:

Mail or Fax

• Mail or fax back the incomplete verification request along with a copy of the Verifier Information Letter to inform the verifier that Kennesaw State University uses The Work Number® to provide automated employment and income verifications on our employees.

• Do NOT perform any employment, income or Social Services verifications via the phone, mail or fax.

Phone or Voice Message

• Inform the verifier that KSU uses The Work Number to provide automated employment and income verifications on our employees.

• Furnish the verifier with the KSU Employer Code: 14543
  Provide The Work Number access information options: www.theworknumber.com or 1-800-367-5690.

• Do NOT perform any employment, income or Social Services verifications via the phone, mail or fax.

Frequently Asked Questions

Why does Kennesaw State University use The Work Number to provide automated employment and income verifications?

• The Work Number saves time for KSU employees by removing this burdensome task from their day.
• The Work Number reduces KSU’s risk of liability from providing erroneous or unauthorized information.
• Verifiers get immediate, convenient access to information that is accurate and secure.
• The employee receives the benefit of a quick turnaround service. There is no cost to the employee to use this service.

What is a Salary Key? How does an employee obtain a Salary Key?

• A Salary Key is a form of employee authorization to release income.
• The employee may get a Salary Key by visiting www.theworknumber.com or by calling 1-800-367-2884.

Who can use The Work Number service? Who is considered a verifier?

• Any lending institution, property manager or other business that needs to verify employment or income of an employee.

What is considered a Social Services verification?

• Social Services verifications are used for Food Stamps, TANF, Medicaid, Child Support, WIC, Housing, Social Security, etc.