What are Salary Keys and How do I Obtain Them?

A salary key is your authorization for lenders/verifiers to access your employment and salary information. **Salary keys are required for all levels of verification.**

Go to www.theworknumber.com or Dial 1-800-EMP-AUTH (367-2884)

When prompted, enter:

- LAUSD Company Code, 10721
- Your Social Security Number
- Your PIN (last four digits of SSN then last four digits of employee number)

Record the Salary Key reference.

How many Salary Keys Can be Active? How Long are they Valid?

You can have a maximum of 3 keys active at one time. Each key can be used only **once**, by one verifier. The keys deactivate after 6 months. You can cancel a key at any time by going to www.theworknumber.com or by dialing 1-800-367-2884.

What Is My Personal PIN?

Your PIN is the last four digits of your SSN followed by the last four digits of your employee number. Example, if your SSN is 123-45-6789 and your employee number is 123456, your PIN would be: 67893456.

DO NOT GIVE YOUR PIN TO VERIFIERS!

PIN Information

The Work Number for Everyone® is provided by TALX Corp.

The LAUSD Company Code is:

10721

To obtain a Salary Key:

- Log into www.theworknumber.com or call 1-800-367-2884
- Enter your SSN and your PIN (last four digits SSN and last four digits of employee number)
- Write down your Salary Key below to give to your verifier for employment and salary verification.

Questions? Problems? Call the Client Service Center at 1-800-996-7566 between 5 a.m. and 6 p.m. Pacific Time.

Your PIN: ☐☐☐☐☐☐☐☐

Salary Keys:

1. ☐☐☐☐☐☐☐☐
2. ☐☐☐☐☐☐☐☐
3. ☐☐☐☐☐☐☐☐

Los Angeles Unified School District
450 North Grand Avenue
Los Angeles, CA 90012
www.lausd.k12.ca.us

LOS ANGELES UNIFIED SCHOOL DISTRICT • BOARD OF EDUCATION •

Introduces

The Work Number For Everyone®

www.theworknumber.com

or

1-800-367-2884

Employment and Salary Verification

A New Concept in Employment and Salary Verification!

The Work Number® will speed up employment verification by giving you and your verifier access to employment information 24 hours a day, 7 days a week. The Work Number® is a cost effective and environmentally smart way for LAUSD employees to have their employment verified confidentially.

The service is used for loan applications, apartment leases, credit card applications, etc. Anything you need that requires proof of employment! It is quick, accurate and best of all it's easy.

What are the Benefits of this Service?

- Faster, more efficient, and more complete responses to employment verification requests
- Increased security and privacy of sensitive salary information
- Standardized verification procedures
- An audit trail to ensure proper verification procedures
- Longer hours of accessibility to employment verification information
- Dedicated Client Service Center

What Information will be Provided to Lenders/Verifiers?

1. Basic Verification

Usually required for job reference checks.

- Social Security Number
- Name (Spelled)
- Most recent start date or termination date
- Total time with LAUSD
- Job title
- Verification reference number (for auditing purposes.)

2. Basic Plus Verification

Usually required for small, short-term loans and apartment rentals.

- All BASIC information PLUS
- Rate of pay
- Verification reference number (for auditing purposes.)

3. Full Verification

Usually required for all major loans, including mortgages.

- All BASIC PLUS information PLUS
- Gross earnings year to date and the past 2 years (including overtime, commissions and bonuses)
- Verification reference number (for auditing purposes.)

What is Required to Access the Information?

1. To access Basic Verification, provide the lender/verifier with:

- LAUSD Company Code: 10721
- Your Social Security Number
- A Salary Key
- The Work Number® website: www.theworknumber.com or 1-900-555-9675

2. To access Basic Plus Verification, provide the lender/verifier with:

- LAUSD Company Code: 10721
- Your Social Security Number
- A Salary Key
- The Work Number® website: www.theworknumber.com or 1-900-555-9675

3. To access Full Verification, provide the lender/verifier with:

- LAUSD Company Code: 10721
- Your Social Security Number
- A Salary Key
- The Work Number® website: www.theworknumber.com or 1-900-555-9675

Buying a Car? or a Home? Applying for a Loan?

The Los Angeles Unified School District has contracted with The Work Number® (TALX) to provide **confidential employment and salary verifications** for all LAUSD employees and retirees. Effective November 1, 2000, employment and salary verification information must be requested from The Work Number. For more information please refer to the District's web site at www.lausd.k12.ca.us, or the brochures that have been sent to all District work locations, or call 1-800-996-7566 between 5 a.m. and 6 p.m. Pacific Time. Automated employment and salary verification is available through the telephone at 1-800-367-2884 or The Work Number® web site at www.theworknumber.com.