Need Proof of Employment?

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

• Your Social Security Number: FFF-FF-FFFF
• Creighton University Employer Code: 12603
• The Work Number Access Options:
  Option a) www.theworknumber.com
  Option b) 1-800-367-5690

Need Proof of Employment Plus Income?

Step 1:
Access The Work Number to create a “Salary Key” that grants one-time access to your income data:
• The Work Number Access Options for Employees:
  Option a) www.theworknumber.com
  Option b) 1-800-367-2884

Step 2:
Select the “Create a Salary Key” option and prepare to write down the six-digit number.

Step 3:
You will need to enter the following information to obtain a Salary Key:
  • Creighton University Employer Code: 12603
  • Your Social Security Number (without the dashes): FFF-FF-FFFF
  • Your PIN: enter the last 4 digits of your Social Security Number and your 2 digit birth month (mm) and day (dd). You will then be prompted to change your PIN.

Step 4:
Provide the person needing proof of your employment plus income with all of the following information:
  • Your Social Security Number: FFF-FF-FFFF
  • Creighton University Employer Code: 12603
  • Your Salary Key (from Step 3): FFFFFFF
  • The Work Number Access Options for Verifiers:
    Option a) www.theworknumber.com
    Option b) 1-800-367-5690

Applying to a Social Service Agency?

Provide this information to your case worker.

Attention Case Worker

Please take the following steps:

Step 1:
Register with The Work Number:
All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.
  Option a) www.theworknumber.com
  Option b) 1-800-996-7566

Step 2:
Obtain an employment and income verification:
• The Work Number access options for Social Service agencies:
  Option a) www.theworknumber.com
  Option b) 1-800-660-3399
• Enter your registered fax number
• Enter the following information when instructed:
  a) Creighton University Employer Code: 12603
  b) Employee’s Social Security Number: FFF-FF-FFFF
• Select the kind of verification you need. You can verify employment or employment plus income.

The Work Number Client Service Center

1-800-996-7566
1-800-424-0253 (TTY – Deaf)
Monday – Friday; 7:00AM – 8:00PM (CST)