

EMPLOYMENT AND INCOME VERIFICATIONS FOR CITY OF OMAHA EMPLOYEES.

The City of Omaha has contracted with TALX Corporation, The Work Number, to automate the process of employment and income verification for current, past, and retired employees.

What is The Work Number? This is a service of TALX Corporation that provides employees with an automated process to handle employment verifications. It allows employees to have their employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, and apartment leases, or anything that requires proof of employment (these companies are referred to as verifiers). It is quick, accurate, and best of all, it's easy. The Work Number can be used anytime, anywhere at www.theworknumber.com or 1-800-367-5690 and is available 24 hour a day, 7 days a week.

What information is provided? TALX handles employment verifications for all employees paid by that employer, using data from their payroll files that are sent to TALX after each payroll run. The information allows TALX to provide:

- Name
- Most recent hire date
- Termination date (if no longer employed)
- Total time with the City of Omaha
- Job title
- Rate of Pay
- Gross earnings for current year to date, including base pay, overtime, bonuses, and commissions. For last year and two years past, including base pay, overtime, bonuses, and commissions.

How does it Work? The City of Omaha's Human Resources and Payroll departments provides updated employment and salary information files to The Work Number® after each payroll cycle.

- The employee provides the verifier his/her social security number, the City of Omaha code, and a Salary Key (if the employee wants to allow the verifier to obtain salary information).
- The verifier contacts **THE WORK NUMBER®** and enters the City of Omaha code, the employee's SSN, and the **Salary Key** (if requesting salary information). The verifier can contact **THE WORK NUMBER®** via the Internet or 800 number.
- The Internet displays the information and the 800 number voices the information. If the verifier accesses the data via the Web site, he/she is able to print a copy of the verification from his/her desktop. If the verifier accesses data via the 800 number, the caller has the option to enter a fax number when prompted, and the system automatically sends a fax with all the information.

How do you obtain a Salary Key? A Salary Key is not required if the verifier does not need salary information. When employees provide verifiers with a Salary Key, they are giving the verifier permission to access their salary information.

To generate a Salary Key, the employee goes to the web site at www.theworknumber.com or dials 1-800-367-2884. The employee will be prompted to enter the City of Omaha code, his/her ID number (social security number), and his/her pin number (birthdate). Once logged in, the employee will select the option to create a salary key and the system will generate a 6-digit random number. The salary key is displayed or voiced to the employee. A Salary Key is valid for **one salary verification by one verifier**. The employee must create a new Salary Key for each verifier as needed, and may have up to three codes active at one time.