

Job Aid: Verification of Employment

This job aid provides information on verification of employment for both current and former UCR employees, as the processes differ. For current employees, there are two (2) types of verification of employment – one generates an employment verification summary (for personal use), while The Work Number provides verification of employment for verifiers. Links are provided below for easier access:

1. [Verification of Employment for Current Employees – Generate Employment Verification Summary \(for personal use\)](#)
2. [Verification of Employment for Current Employees – The Work Number \(for verifiers\)](#)
3. [Verification of Employment for Former Employees](#)

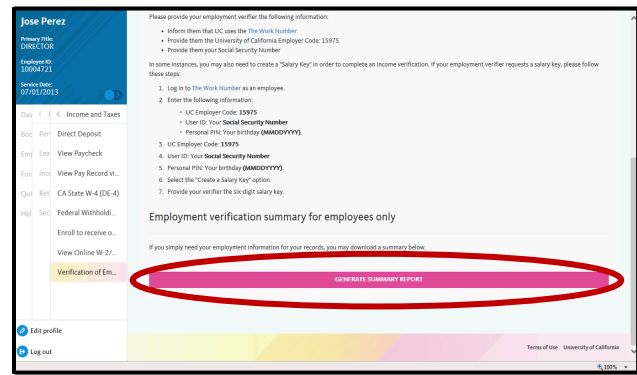
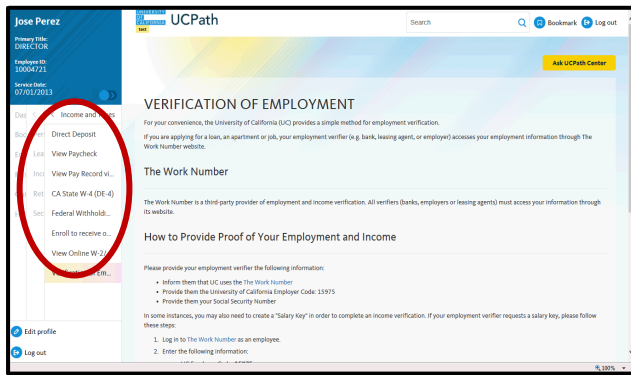
The UCPath Center will refer back to UCR under the following circumstances:

- Work history details
- Background/References/Investigation verifications
- Subpoenas
- Credentialing
- Employees who do not convert to UCPath
- Employees whose location did not implement the TWN as early adopters
- Verifications of employment for Visa Application

The UCPath Center owns all other employment verification support including manually processing Student verifications, Non- student staff who opt out of the work number Data Disputes with TWN, Resetting Pin and creating the Salary key with TWN.

Verification of Employment for Current Employees

UCPath Online (Employee Actions > Income and Taxes > Verification of Employment) allows current employees to automatically generate and download a one-page document providing a summary of employment information for personal record keeping.



To generate an employment verification summary, login to UCPATH Online

<https://ucpath.universityofcalifornia.edu> using your NetID and password.

1. Once you have logged in, navigate to Employee Actions > Income and Taxes > Verification of Employment from the menu located on the left-hand side of the screen.
2. Scroll down to the bottom of the page and click the “Generate Summary Report” button.
3. After UCPATH generates the summary, click the “Download Attachment” link.
4. The summary will appear in a new tab in your browser as a PDF document.
5. Scroll down to the bottom of the PDF document. Your original hire date and current employment status appear. Current and prior year earnings also appear. If you have no earnings in the past two years, no amounts appear. Your current UC assignment(s) also appear on this document. Note: Job Begin Date may reflect the date of HR/Payroll systems conversion.
6. You can save or print the document as needed.

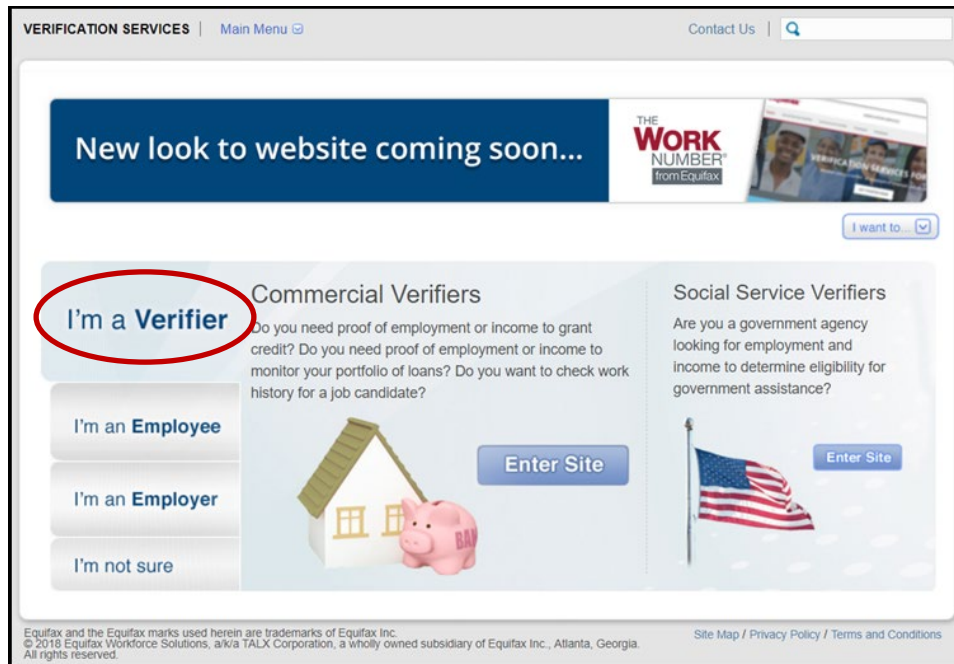
The Work Number

UCPATH Online (Employee Actions > Income and Taxes > Verification of Employment) provides information about the Work Number, which is a third-party provider of employment and income verification. If you need verification of employment for a bank, future employer or others, follow the instructions below to get information from The Work Number.

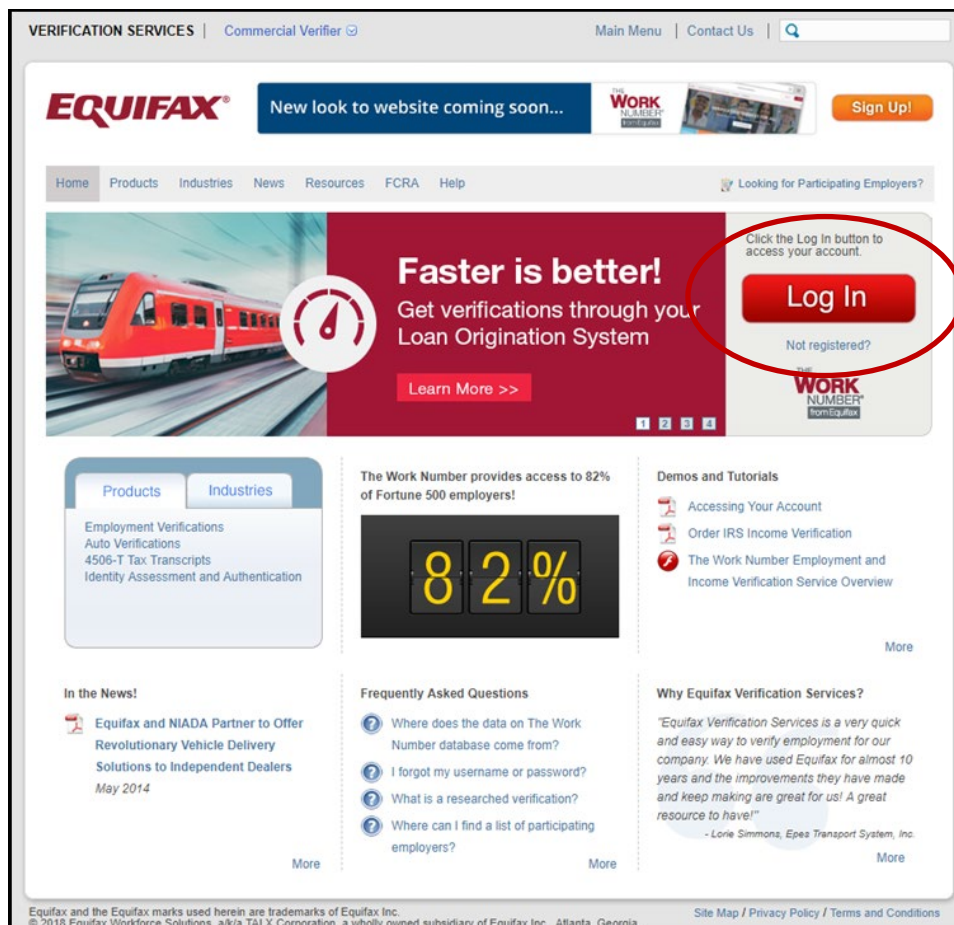
How to Provide Proof of Your Employment

If the verifier is requesting to verify your employment, provide them with the following information:

- Inform them that UC uses The Work Number (www.theworknumber.com)
- Provide the verifier with the **University of California Employer Code: 15975**
- Provide the verifier with your **Social Security Number**



- Verifiers will need to be registered on the site to access your employment information



- There is no fee for employees, however there is a fee for verifiers to use the service

VERIFICATION SERVICES | Commercial Verifier

Main Menu | Contact Us

EQUIFAX

Verifier Enrollment

Pricing Information

Payment Method: Credit Card
Your credit card will be charged per transaction. Prices will vary per verification type.

Employment Only Verification Cost **\$38.95**
Employment + Income Verification Cost **\$45.95**

Forgot Password?
Find out how to create a new password. [more](#)

Sign Up Now! >>

I have more questions before I sign up.

Equifax and the Equifax marks used herein are trademarks of Equifax Inc. © 2018 Equifax Workforce Solutions, a/k/a TALX Corporation, a wholly owned subsidiary of Equifax Inc., Atlanta, Georgia. All rights reserved. Site Map / Privacy Policy / Terms and Conditions

How to Provide Proof of Your Employment with Salary

Also, you may need to create and provide the verifier with a “**Salary Key**” for income verification. If the verifier requests a salary key, please visit: www.theworknumber.com.

- Enter the site as an **Employee** and log in.

VERIFICATION SERVICES | Main Menu

Contact Us

New look to website coming soon...

THE WORK NUMBER from Equifax

I want to...

I'm a Verifier
Provide Verifiers Secure Access to Your Employment and Income Information.
Are you an employee whose employer has their records on The Work Number? Are you needing to provide a salary key to a verifier? Need to access webManager?

I'm an Employee

I'm an Employer

I'm not sure

Looking for your W-2?
[Learn More](#)

Need to access your Employment Data Report?
[Learn How](#)

Enter Site

Equifax and the Equifax marks used herein are trademarks of Equifax Inc. © 2018 Equifax Workforce Solutions, a/k/a TALX Corporation, a wholly owned subsidiary of Equifax Inc., Atlanta, Georgia. All rights reserved. Site Map / Privacy Policy / Terms and Conditions

VERIFICATION SERVICES | Employee  Main Menu | Contact Us | 

THE WORK NUMBER WORK NUMBER  New look to website coming soon... 

Home | Employment Data Report | Why The Work Number | FCRA | Employee Data Dispute | Help | **Log In**

Privacy

Your personal information is protected. With your consent your personal data can be retrieved only by credentialed verifiers.

Privacy | Better Service | Consent | Security

About Verifications

A verification allows you to prove you are employed and prove your income. Using The Work Number and with your consent, verifiers retrieve your information quickly and easily online.

[Learn More](#)

Fair Credit Reporting Act

We're committed to safeguarding your privacy, and we fully comply with FCRA requirements.

[Learn More](#)



Want to do something else?

[Request Annual Employment Data Report](#)
[Provide Consent to a Verifier](#)
[Access webManager](#)
[Go to Commercial Verifier Site](#)
[Go to Social Service Verifier Site](#)
[Access your W-2](#)

Value of Verifications for Employees



Demos and Tutorials

-  [How to Create a Salary Key](#)
-  [How to Get Your Employment Data Report](#)



[More](#)



Frequently Asked Questions

-  [How do I use The Work Number?](#)
-  [What information does a lender or other verifier get from The Work Number?](#)
-  [What is an Employment Data Report?](#)

[More](#)

Equifax and the Equifax marks used herein are trademarks of Equifax Inc. © 2018 Equifax Workforce Solutions, a/k/a TALX Corporation, a wholly owned subsidiary of Equifax Inc., Atlanta, Georgia. All rights reserved. [Site Map](#) / [Privacy Policy](#) / [Terms and Conditions](#)

VERIFICATION SERVICES | Employee  Main Menu | Contact Us | 

THE WORK NUMBER WORK NUMBER  New look to website coming soon... 

Home | Employment Data Report | Why The Work Number | FCRA | Employee Data Dispute | Help | **Log In**

Do you need to log in?


You may not need to log in to The Work Number, unless you need to:

- Obtain a copy of your **Employment Data Report (EDR)**
- Obtain a copy of your **Immigration Verification** (if the service is offered by your employer)
- You will also need to log into The Work Number to create a Salary Key *only* if directed by an organization needing to verify your income.



For options described above, please LOG IN.

For all other information and answers to frequently asked questions, please CLICK HERE.

Value of Verifications for Employees






Demos and Tutorials

-  [How to Create a Salary Key](#)
-  [How to Get Your Employment Data Report](#)

[More](#)

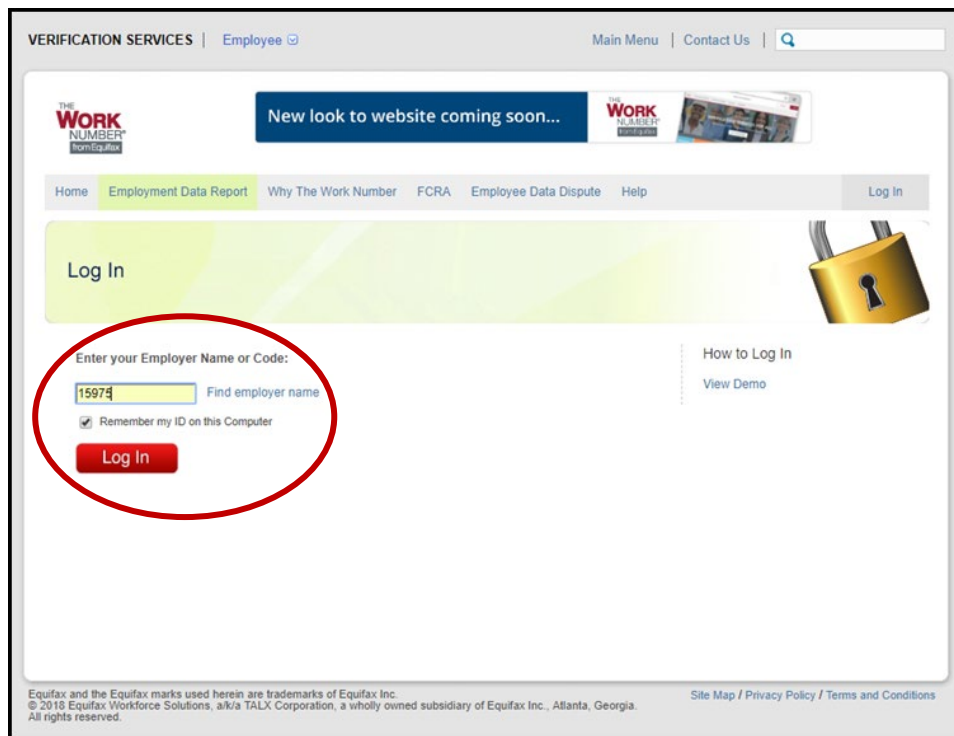
Frequently Asked Questions

-  [How do I use The Work Number?](#)
-  [What information does a lender or other verifier get from The Work Number?](#)
-  [What is an Employment Data Report?](#)

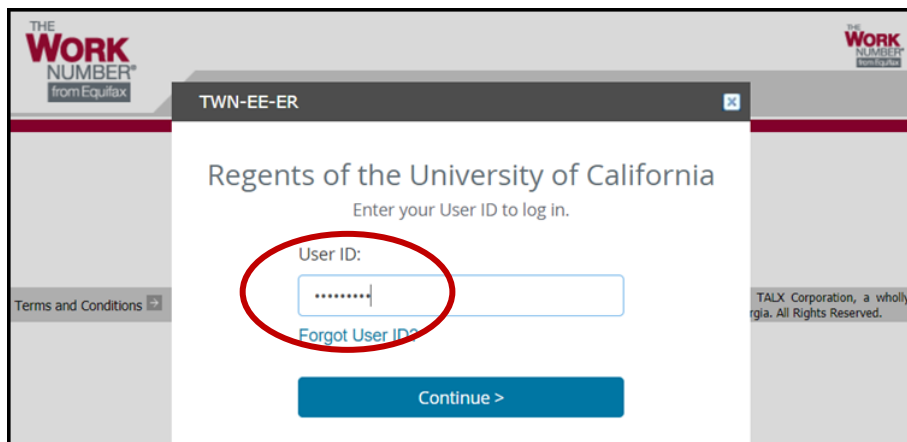
[More](#)

Equifax and the Equifax marks used herein are trademarks of Equifax Inc. © 2018 Equifax Workforce Solutions, a/k/a TALX Corporation, a wholly owned subsidiary of Equifax Inc., Atlanta, Georgia. All rights reserved. [Site Map](#) / [Privacy Policy](#) / [Terms and Conditions](#)

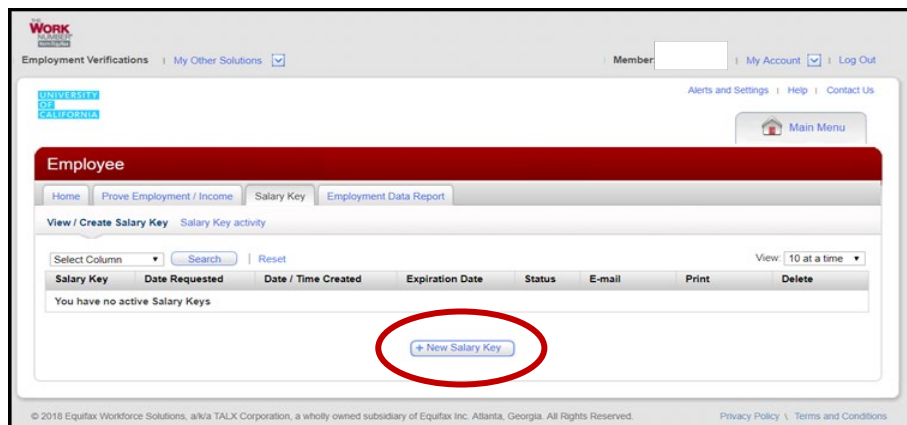
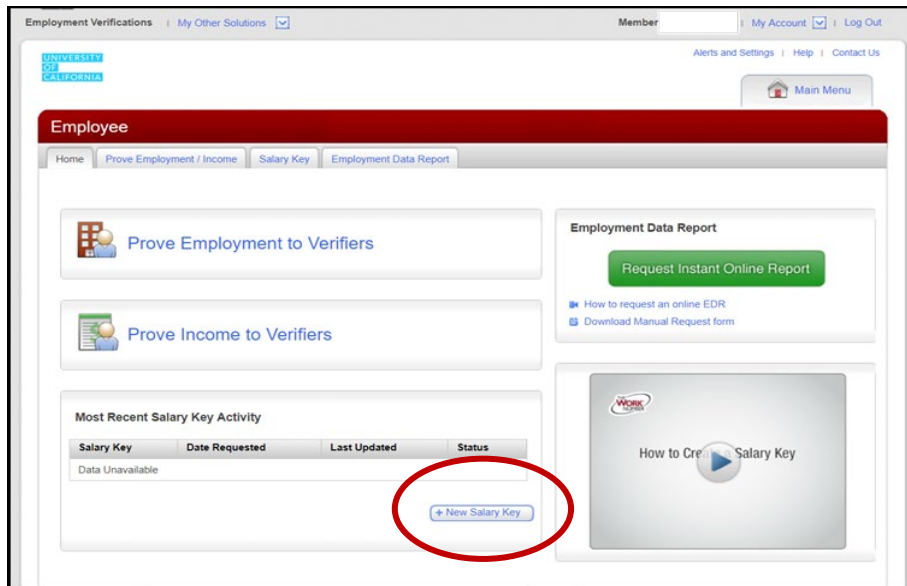
- Enter UC Employer Code: **15975**



- Enter your **User ID: Your Social Security Number**



- Enter your personal **PIN: Your default PIN is your Birthday (MM/DD/YYYY)**. The first time you log-on you will be prompted to change the default pin
- Select the **"Create a Salary Key"** option. Your Salary Key is a six-digit number which you will provide to your verifier

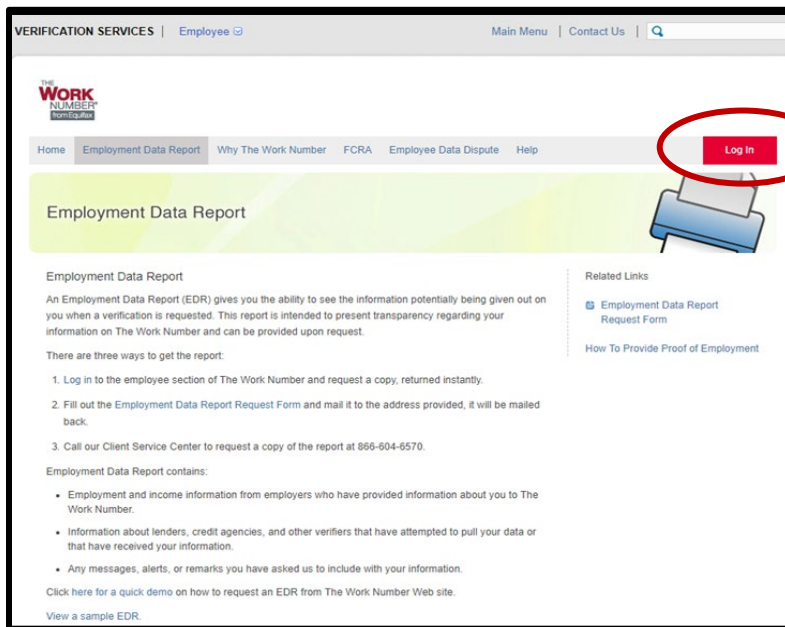


Employment Data Report

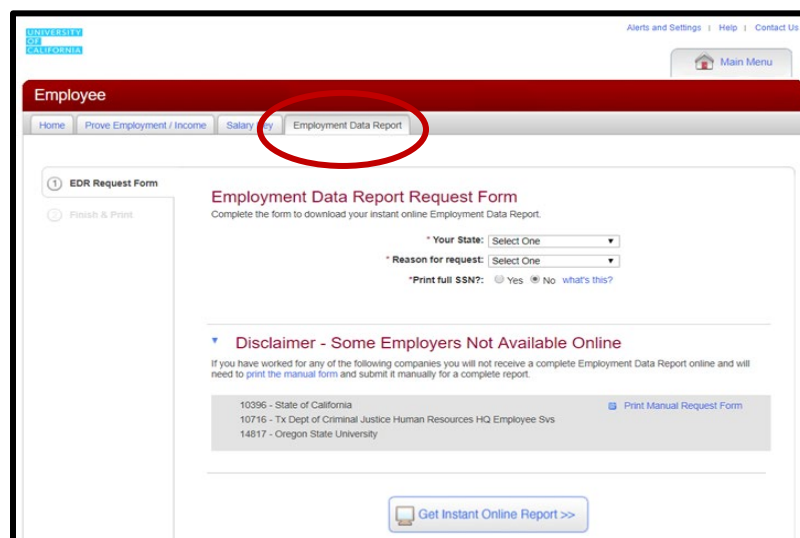
An Employment Data Report (EDR) gives you the ability to see the information potentially being given out on you when a verification is requested. This report is intended to present transparency regarding your information on The Work Number and can be provided upon request.

Employment Data Report contains:

- Employment and income information from employers who have provided information about you to The Work Number
- Information about lenders, credit agencies, and other verifiers that have attempted to pull your data or that have received your information
- Any messages, alerts, or remarks you have asked us to include with your information



- Follow the instructions in the above section to enter the site as an **Employee** and log in
- Select the **Employment Data Report** tab to request your instant online report



Employment Verification for Former Employees

If you are a former UCR employee and need employment verification, you can call the UCPath Center at 855-982-7284 (Monday-Friday, 8 a.m. – 5 p.m. PST) to speak with an associate.

If you were employed at UCR prior to the launch of UCPath, you may be able to obtain Employment Verification from [At Your Service Online](#).