Automated Employment and Income Verifications FAQ's
From the Office of Human Resources

THE WORK NUMBER® is a service of Equifax Workforce Solutions Corporation that provides faculty and staff with an automated process to handle employment and income verifications. This fast, secure service is used for mortgage applications, reference checks, loan applications, apartment leases, government aid or most other applications that require proof of employment. It is quick, convenient and best of all, it’s easy.

The University of Notre Dame contracted with Equifax Workforce Solutions to handle employment verifications for all faculty and staff including full-time, part-time and temporary/on-call paid by the University. Information from the payroll files is securely transmitted electronically to Equifax Workforce Solutions after each payroll run. The information allows Equifax Workforce Solutions to provide:

- Name
- Most recent hire date
- Separation date (if no longer employed)
- Total time with University of Notre Dame
- Current Job title (or job title at time of separation)
- Rate of Pay
- Gross earnings for current year to date, including base pay, overtime, and additional pays
- Gross earnings for last year and two years past, including base pay, overtime, and additional pays

The process of obtaining employment and income information through THE WORK NUMBER® is easy.

1. University of Notre Dame provides updated employment and income data to THE WORK NUMBER® after each payroll cycle.

2. The faculty or staff member provides the bank or other organization, the verifier, his/her social security number, the University employer code, and employee authorization if the verifier needs income.

3. The verifier contacts THE WORK NUMBER® and enters the information provided by the faculty or staff member (See #2). The verifier can contact THE WORK NUMBER® via the Internet or 800 phone number.

4. The Internet displays the information and the 800 number voices the information. The verifier may print a copy of the verification from their computer or receive a copy by fax.
Currently, the University receives a high volume of employment verification requests from verifiers such as banks, mortgage companies, apartment complexes and government agencies, to name a few. Providing the requested information is a manual effort requiring a great deal of research for each request. Using THE WORK NUMBER® to provide an automated verification process will decrease the time it takes for a verification to be provided. This improved response time is expected to have a positive impact for faculty and staff who are in need of employment or income verification.

States and agencies may contact THE WORK NUMBER® at www.theworknumber.com or 800-660-3399 to receive automated access to Social Service verifications. These verifications are not voiced but are faxed directly to a registered fax in the agency office.

Examples of State Social Service Programs:
- Food Stamps (or SNAP)
- Aid to Families with Dependent Children (AFDC)
- Temporary Aid to Needy Families (TANF)
- Medicaid
- Women, Infants and Children (WIC)
- Housing Program

State agencies and agency names may vary. State agencies will receive the following information; name, address, YTD earnings and two past year gross earnings totals, Medical / Dental Insurance Status & Carrier, last 12 pay period dates, hours worked, and gross wages.