The Work Number: Employment Verification System

Applying for a mortgage, auto, or house loan? Need employement verification for property managers, social service agencies or pre-employment screenings?

Well then, The Work Number is here for you!

What is The Work Number?

CCAD has a web based tool to provide automated, immediate employment and income verifications for faculty, staff, and student employees. This provider is widely known to lenders, banks, and others. You benefit because you control the process—only authorizing those you want to have access to your information. The Work Number can be accessed 24 hours a day, 7 days a week.

How do I use The Work Number?

You can access The Work Number through their website or by telephone. There is a secure account for each employee. Information is gathered from our ADP payroll system and is updated each pay cycle. All you need to do is login by entering your employer's code, UserID, and Default PIN.

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www.theworknumber.com

Employer Code: 25736

UserID: SSN

Default PIN: Last 4 of SSN + 4 digit year of birth

Phone number: 1-800-367-5690

How do I provide proof of my employment or income to someone who needs it?

The Work Number is a fully automated service. Please direct whoever is in need of proof of your employment or income to www.theworknumber.com or call 1-800-367-5690.

For additional information, please go to www.theworknumber.com or contact Human Resources.