



Human Resource Services

Verification of Employment and Salary

The Work Number

Sacramento City Unified School District has contracted with **The Work Number®**, which is an automated service that provides instant employment and income verification. Through the use of a touch-tone telephone or the Internet, this fast, secure service verifies employment verbally and/or in writing when applying for a mortgage or loan, for reference checking, leasing an apartment, or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

The service offers the following benefits:

- **Speed:** Employment verifications are processed in a matter of minutes instead of several days.
- **Cost Effective:** Automated, one call, paperless.
- **Accurate:** Information is taken directly from Sacramento City Unified School District database.
- **Accessible:** Available to verifiers, 24 hours per day, and 7 days per week.
- **Trackable:** Audit trail is provided.
- **Secure:** Employee controls who has access to his/her employment and salary information.

An organization seeking employment and/or earning information about an employee, such as a bank, loan or credit institution, background checking company, or even a prospective employer, will receive information quickly and accurately. Employees are invited to read the following pages on How to Use the Work Number and Frequently Asked Questions for types of information an organization can obtain, and the process to follow in order to authorize the company to obtain the information.

Written requests for information will not be processed by Human Resource Services. They will be returned to the organization requesting information with instructions on how to use the automated system.

The Work Number Client Service Center is available to answer your questions or assist you with this process, Monday through Friday, 7:00 a.m. to 8:00 p.m., Central Standard Time, at 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf).

Employees who want employment information blocked from the automated system should request this in writing. The letter should be sent to Human Resource Services, 5735 47th Avenue, Sacramento, CA 95824. Attention: Verification Desk.