

Employment Verification

Portland Public Schools employment and salary verification is provided by **The Work Number**, a service of TALX Corporation. The Work Number provides automated employment and salary verifications 24 hours a day, 7 days a week, 365 days a year. It's safe, fast and easy to use.

Proof of Employment

- Give the person or company seeking your proof of employment the following information:
 - The Work Number Access Options:
 - www.theworknumber.com/verifier
 - 1-800-367-5690
 - 1-900-555-9675
 - PPS Employer Code: 10999
 - Your Social Security Number
- For questions please call The Work Number Client Service Center:
 - 1-800-3672884 or 1-800-996-7566
 - 1-800-424-0253 (TTY - Deaf)
 - Monday - Friday, 7:00 am - 8:00 pm (CST)

Proof of Employment & Income

- Visit www.theworknumber.com/employee or call 1-800-367-2884
- Enter
 - PPS Employer Code: 10999
 - Your Social Security Number
 - Your PIN # (last 4 digits of SSN + 4 digit year of birth)
- Select to obtain a Salary Key - Write down Key
- Give the person seeking proof of your employment and income the following information:
 - The Work Number Access Options: www.theworknumber.com/verifier or 1-800-367-5690 or 1-900-555-9675
 - PPS Employer Code: 10999
 - Your Social Security Number
 - Your Salary Key

Special Instructions for Social Service Agencies

Registered Users

- Get verifications at www.theworknumber.com/socialservices or 1-800-660-3399
- Enter your registered fax number, if applicable, or other identifying codes.
- Your verification will be faxed directly to this pre-registered number.

New Users

- Please call 1-800-996-7566 to register to use The Work Number.
- Registration is a one-time process and takes approximately five minutes.