



# Portland Public Schools *Quick Reference Guide*

THE WORK NUMBER®

Employment and Salary Verification System

Portland Public Schools Employer Code	10999
Employee Salary Key	<a href="http://www.theworknumber.com">www.theworknumber.com</a> 800-367-2884
Verifier Access Number	<a href="http://www.theworknumber.com">www.theworknumber.com</a> 800-367-5690 or 900-555-9675
Verifier who wants to use a credit card	<a href="http://www.theworknumber.com">www.theworknumber.com</a> 800-367-5690
Social Services (state and county agencies)	<a href="http://www.theworknumber.com">www.theworknumber.com</a> 800-660-3399
<b>Work Number Customer Service</b> Verifiers press 2, then 2 again Employees press 1 Agencies press 2, then 1	<b>800-996-7566(Voice)</b> <b>800-424-0253(TTY/Deaf)</b>
To report incorrect employee data that is on the TALX system	<b>(503) 916-3544</b> for the PPS HR Department

### Employee PIN Numbers

Your employee PIN number is the last 4 digits of the SSN, followed by the 4 digit year of birth (YYYY). PIN numbers are used to obtain a salary key, which you give to the verifier. This ensures that you, the employee, determine who can access your salary information.

Employees can change their PIN numbers the first time they access the system. PIN numbers cannot be changed by The Work Number or TALX. PIN numbers will only be released to employees. Example of PIN: 67891965 where the PPS employee's SSN is 123-45-6789 and the employee was born in 1965.

### Customer Service Team Availability

**THE WORK NUMBER®** Customer Service Center, 800-9WORK-NO (800-996-7566), is open Monday through Friday, 6:00 a.m. to 7:00 p.m. PST.