Rfinancing your mortgage? Renting an apartment? Buying a car?

Michigan State University uses The Work Number® to provide automated employment and income verifications on our employees. The Work Number is a fast and secure way to provide proof of your employment or income—a necessary step in many of today’s life events involving credit, financing, or securing of benefits or services.

The below card can be cut out and kept in your wallet for quick reference. If asked by a lender or public assistance agency to provide proof of your employment or income, simply direct them to The Work Number:

**Need Proof of Employment or Income**

Give the authorized verifier the following information:

1) The Work Number Access Methods
   - [www.theworknumber.com](http://www.theworknumber.com)
   - 1-800-367-5690 (1-800-424-0253 for TTY if hearing impaired)

2) The Michigan State University Employer Codes:
   - 16628 for most Faculty and Staff
   - 17345 for student employees AND any faculty or staff member who was a past student employee since January 2011. *Salary Key required.

3) Your Social Security Number

**If Asked to Provide a Salary Key**

To provide a salary key:

1) Go to [www.hr.msu.edu/EmploymentVerify.htm](http://www.hr.msu.edu/EmploymentVerify.htm)

2) Current employees, click on access code:
   - 16628 for most Faculty and Staff
   - 17345 for student employees AND any faculty or staff member who was a past student employee since January 2011. *Salary Key required.

   - Login with MSU Net ID and password

   Former employees contact MSU HR Solutions Center at 517-353-4434

3) Click the Salary Key tab and choose New Salary Key

4) Email or Print the Salary Key for your lender