



Portland Public Schools

Quick Reference Guide

THE WORK NUMBER®

Employment and Salary Verification System

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|---|---|
| Portland Public Schools Employer Code | 10999 |
| Employee Salary Key | www.theworknumber.com 800-367-2884 |
| Verifier Access Number | www.theworknumber.com 800-367-5690 or 900-555-9675 |
| Verifier who wants to use a credit card | www.theworknumber.com 800-367-5690 |
| Social Services (state and county agencies) | www.theworknumber.com 800-660-3399 |
| Work Number Customer Service Verifiers press 2, then 2 again Employees press 1 Agencies press 2, then 1 | 800-996-7566(Voice) 800-424-0253(TTY/Deaf) |
| To report incorrect employee data that is on the TALX system | (503) 916-XXXX 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, 7:00 a.m. to 8 p.m. CST.