

Employment Verification – The Work Number

Posted By *Maria* On September 9, 2015 @ 1:23 pm In | [Comments Disabled](#)

The Work Number quickly provides automated proof of your employment and salary information. You benefit from having control of the process, since you authorize access to your information . Additional conveniences include:

It is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income, and it is easy for them to use. Verification services provided to over 80 million employees.

Use the service anytime, anywhere – available 24 hours a day, 7 days a week.

Quick Links

[Employment Verification](#) ^[1]

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For Proof of Employment

Use one of the two The Work Number access options shown below:

theworknumber.com ^[4]

1-800-367-5690

Provide the following:

Your Social Security Number

Employer Code: 157103

Note: To verify employment for June 30, 2021 or earlier, please use code 10101.

For Proof of Employment Plus Income

Step 1) Create a Salary Key – this is a six-digit number that allows one-time access to your salary information.

To do so, access:

theworknumber.com ^[4]

1-800-367-2884

Step 2) Select the **I'm an Employee** option, then select **Enter Site**. Have the following information ready when logging in:

Employer Code: 157103

Note: To verify employment for June 30, 2021 or earlier, please use code 10101.

Your User ID – your Employee Number

Your Default PIN – your Birth Month and Day + Last 4 digits of your SSN (mmddssss)

If your Date of Birth is October 30, and the last four digits of your Social/National Insurance Number are 1234, your Default PIN would be 10301234.

Step 3) Select the **Salary Key** tab, then select **New Salary Key**. Write down the six-digit number.

Step 4) Provide the following information to the individual verifying your employment and income:

Employer Code: 157103

Note: To verify employment for June 30, 2021 or earlier, please use code 10101.

Your Salary Key Number (from Step 3)

One of the two The Work Number access options shown below:

theworknumber.com ^[4]

1-800-367-5690

The Work Number Client Service Center

Monday – Friday; 7:00 a.m. – 8:00 p.m. (CT) 1-800-996-7566

Public Service Agencies please visit “Social Services” at www.theworknumber.com ^[4] or call 1-800-660-3399.

References and Verification Policy

Envoy understands that you may require an employment reference or verification.

While there is no legal requirement for an employer to provide a reference for a current or former employee, our policy is to provide only the dates of employment and final job position for current and former employees when asked for employment verification. Employment verification requests requiring pay verification will only be provided when authorization by the current or former employee is provided to the Work Number or People Services.

Under no circumstances is any other employee authorized to provide a written or official employment reference for the Company.

Frequently asked questions

How do I use The Work Number?

Simply visit to www.theworknumber.com ^[4], enter your user ID (Employee Number) and PIN (your Birth Month and Day + Last 4 digits of your SIN/NIN in format 'mmddssss' , and the system will walk you through the process.

How Do I get My User ID and PIN?

Your user ID is your Employee Number, and your PIN is your Birth Month and Day plus the last four digits of your Social Security Number. For example, if your Date of Birth is October 30, 1977 and the last four digits of your Social Security Number are 1234, your initial PIN would be 10301234. When you log on to the system for the first time, you will be prompted to set up a new PIN.

What is my Company Code?

The Company Code for Envoy is 157103. To verify employment for June 30, 2021 or earlier, please use Company Code 10101.

What if I forgot my PIN?

You can contact The Work Number Help Desk at 1-800-996-7566 from 7:00 AM to 8:00 PM CT.

I tried and cannot log into The Work Number® website. How can I get help?

You can contact The Work Number Help Desk at 1-800-996-7566 from 7:00 AM to 8:00 PM CT.

What if the Verifier only needs Employment History?

For employment verification with no wage information requested, there's nothing you need to do. The company conducting the verification can go directly to www.theworknumber.com ^[4] to access only your basic employment information, excluding rate of pay and earnings.

What if the Verifier needs Salary Information?

You simply log on to www.theworknumber.com ^[4], enter your Employee Number and PIN, and the system will walk you through the process. You will be able to generate a one-time use Salary Key code and provide that code to the verifier. This will allow the verifier to access your Salary Information.

Does each Verifier need to be 'authorized' to receive salary information?

Yes, each Verifier will need to be authorized to receive salary information with a Salary Key code provided by you.

How do I know what information the Verifier will receive?

You can request an Employment Data Report. The Employment Data Report includes your employment and income information which we have provided to The Work Number, as well as information about verifiers who have requested and received your employee information.

Is my information secure?

Your information is secured utilizing the latest encryption methodology, and only authorized verifiers can access the system.

Am I required to pay The Work Number® for the verification?

While there is no cost to the employee from Envoy, the verifier may assess a fee as part of their process.

Where can I ask additional questions?

Please contact our Human Resources team at Envoy.HR@aa.com ^[5].

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[1] Employment Verification: <https://my.envoyair.com/index.php/departments/people-services/pay/employment-verification-the-work-number#1>

[2] Employment Verification Policy:

<https://my.envoyair.com/index.php/departments/people-services/pay/employment-verification-the-work-number#2>

[3] FAQs: <https://my.envoyair.com/index.php/departments/people-services/pay/employment-verification-the-work-number#3>

[4] theworknumber.com: <http://www.theworknumber.com/>

[5] Envoy.HR@aa.com: <mailto:Envoy.HR@aa.com>

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