The Work Number service provides fast, secure proof of employment or income. Purdue employees can authorize a third party to access this information with a salary key they create through The Work Number website. They must create a separate salary key for each verifier who needs proof of employment and income.

### Access The Work Number and Create a Salary Key

Access the “The Work Number” link on the PASC’s Employment Verification Web page, or click on the link below:

https://www.purdue.edu/apps/account/TALX/TWN-EE-ER

Type **Login** (username) and **Password** and click **Login**.

Select **Create a Salary Key**.
Click **Create a Salary Key**.

The Salary Key information is available until the expiration date.

A separate Salary Key must be created for each verifier who needs proof of employment and income.

Select appropriate action:
- Select **Print** to print Salary Key information.
- Select **Email** to send the form to the verifier, but it excludes the Social Security Number.
If Print was selected:

Click Print.

Write Social Security Number on the blank line.

Provide printed Salary Key information to verifier who needs proof of employment and income.

Click Close Window to go back to previous screen.

Select Create Another Salary Key or Click Logout.

Click the to completely close the window.