Verifying Employment and Income

The University of Texas Health Science Center San Antonio now uses The Work Number to provide automated employment and income verification about our employees.

Access Options

Option 1: www.theworknumber.com
Use a credit card or become a member to get instant Web verifications.

Option 2: 1-800-367-5690
Use a credit card or become a member to get a voiced or faxed verification in minutes.

To Obtain Proof of Employment Only
- Contact The Work Number by using one of the above options.
- Follow the prompted instructions.
- You will need the following information:
  - UTHSCSA Employer Code: 13949
  - Employee’s Social Security Number provided by the employee.

To Obtain Proof of Employment Plus Income
- Use the instructions for obtaining proof of employment.
- You will need employee authorization:
  - One form of authorization is a salary key provided by the employee. Employees may get a Salary Key by visiting www.theworknumber.com/employees or calling 1-800-367-2884.

Special Instructions for Social Services Agencies

Registered Agencies
- Get verifications at www.theworknumber.com/socialservices or 1-800-660-3399.
- Enter your registered fax number, if applicable, or other identifying codes.
- Your verification will be faxed directly to this pre-registered fax number.

New Agencies

Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process and takes approximately 48 hours.

For Assistance
The Work Number Client Service Center
Monday – Friday; 7:00 a.m. – 8:00 p.m. (CT)
1-800-996-7566
1-800-424-0253 (TTY – Deaf)