

# University of Arkansas for Medical Sciences (UAMS) Procedure Card

## Important Employment & Income Verification Information

For employment or income verification requests on any **UAMS** employee, please use the following procedures:

### Procedure to follow when verification requests are received by the following:

#### Mail or Fax

- Mail or fax back the incomplete verification request along with a copy of the *Verifier Information Letter* to inform the verifier that **UAMS** uses The Work Number® to provide automated employment and income verifications on our employees.
- Do **NOT** perform any employment, income or Social Services verifications via the phone, mail or fax.

#### Phone or Voice Message

- Inform the verifier that **UAMS** uses The Work Number to provide automated employment and income verifications on our employees.
- Furnish the verifier with the **UAMS Employer Code: 14891**  
Provide The Work Number access information options: [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690.
- Do **NOT** perform any employment, income or Social Services verifications via the phone, mail or fax.

## Frequently Asked Questions

### Why does **UAMS** use The Work Number to provide automated employment and income verifications?

- The Work Number saves time for **UAMS** employees by removing this burdensome task from their day.
- The Work Number reduces **UAMS'** risk of liability from providing erroneous or unauthorized information.
- Verifiers get immediate, convenient access to information that is accurate and secure.
- The employee receives the benefit of a quick turnaround service. There is no cost to the employee to use this service.

### What is a Salary Key? How does an employee obtain a Salary Key?

- A Salary Key is a form of employee authorization to release income.
- The employee may get a Salary Key by visiting [www.theworknumber.com](http://www.theworknumber.com) or by calling 1-800-367-2884.

### Who can use The Work Number service? Who is considered a verifier?

- Any lending institution, property manager or other business that needs to verify employment or income of an employee.

### What is considered a Social Services verification?

- Social Services verifications are used for Food Stamps, TANF, Medicaid, Child Support, WIC, Housing, Social Security, etc.

### The Work Number Client Service Center

1-800-996-7566

1-800-424-0253 (TTY – Deaf)

Monday – Friday; 7:00 a.m. – 8:00 p.m. (CST)

