Colorado State University (CSU) utilizes The Work Number for employment and salary verification. The Work Number allows verifications to be completed in the most timely, secure and streamlined manner possible — 24 hours a day/7 days a week.

What is the Process?

1. Colorado State University securely transmits information to The Work Number on a regular cycle to ensure that the employment and income data available to authorized verifiers (banks, rental agencies, etc.) is current.

2. When you apply for credit or other services where proof of employment or income are required, you generally provide written consent to the credit grantor.

3. The verifier - who is credentialed before accessing the system - provides CSU’s employer code: 14555 and your social security number (which you provide to the verifier) to access The Work Number database.

4. The verifier must provide a permissible purpose for requesting the information, as defined by the Fair Credit Reporting Act (FCRA). The verifier must also have your consent before requesting income or salary information. In some instances, you may be asked to provide a Salary Key to verify your income (see explanation below).

What is Salary Key?

For enhanced security, you might be asked to obtain a salary key for the verifier before your income information can be released. A salary key is a unique six-digit number that allows one-time access to your income data. If it is necessary to provide a salary key, call 1-800-EMP-AUTH or visit www.theworknumber.com.

When prompted enter:

1. the CSU company code: 14555;
2. your social security number;
3. your PIN (the default PIN is the last 4 digits of your social security number and your full birth year).

For your protection, do not release your PIN to a verifier. Employees are encouraged to change their PIN to a confidential number other than the last four digits of you SSN as soon as possible, which may be changed on www.theworknumber.com.