

HRO BULLETIN

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VERIFICATION OF EMPLOYMENT AND INCOME

If you need to have your employment and/or salary verified by an external organization, such as when you apply for an apartment lease, car loan, mortgage, new job, etc., there are two basic methods that are available to civilian employees. The first method may be used by employees with a government computer that has internet access and a Common Access Card (CAC) reader. Employees who do not have a government computer may use the second method which involves using the telephone or the internet. Directions for both methods are provided in this bulletin. Note the information in this bulletin is not intended for Non-Appropriated Fund (NAF) employees.

Method 1 - Defense Civilian Personnel Data System (DCPDS) – My Biz

The My Biz self-service employment verification tool allows employment and/or salary information to be sent instantly from DCPDS via email directly to an email address that is specified by the employee. This provides each employee complete control on who receives employment and salary information. It is recommended employees test this method so an email from DCPDS is sent to the employee's work or personal email address. This is to be able to preview personal employment and/or salary information before it is submitted.

Directions:

1. Log on to the DCPDS portal <https://compo.dcpds.cpms.osd.mil/>
2. Returning users of My Biz need to click on the Login Button. First time users will need to click on the Register button.
3. Select a PKI cert when prompted, and enter the Personal Identification Number (PIN).
4. Click on the Navy Region link.
5. Click on the My Biz (located underneath the Navigator).
6. Click on the Employment Verification link.
7. Select either Employment Information* or Employment and Salary Information**.
8. Enter the email address of the recipient.
9. Click on the Continue button.
10. Click on the Acknowledge and Submit button to authorize the email to be sent.
11. Click on the Yes button to authorize release of your employment and/or salary information.
12. Click on the logout button when finished and remember to log completely out of your web browser.

*Requests for technical assistance may be sent via email to hrcsw.helpdesk@navy.mil.

**If an employee chooses to provide Employment information only, the following data will be provided in the email from DCPDS to the email recipient: Name of Employee; Date Information is Current; Name of Employer; Address of Employer; Division/Location; Last 4 digits of the employee's Social Security Number; Employment Status (Active will appear for current employees); Most Recent Start Date; Original Hire Date; Total Time with Employer (in years, months & days); and Official Job Title.

***If an employee chooses to provide both Employment and Salary Information, the following additional data will be provided in the email from DCPDS to the email recipient: Rate of Pay (such as Annual or Hourly); Average hours Per Pay Period; Annual Base Pay; Other Income; Total Pay; Overtime; Commission; and Bonuses.

Method 2 - The Work Number for Everyone©

Employees may have employment and/or employment with salary verified by phone or the internet using the Work Number for Everyone©.

To have employment verified without salary information by phone, an employee must provide the representative of the external organization who is requesting this information with his/her full Social Security Number and the DOD Employer Code which is **10365**. Instruct the company representative to go to the verifier section of The Work Number website at www.theworknumber.com or have the representative call 1-800-367-5690 if he/she does not have internet access.

By Telephone

To have both employment and salary information verified by phone, an employee must obtain and provide a salary key. Call 1-800-367-2884. The employee will be asked to provide the Employer Code which is **10365**, his/her full Social Security Number, his/her Personal Identification Number (PIN), his/her home address and his/her official job title. The PIN is the 4-digit Month and Day of Birth (MMDD format, for example, March 27 would be entered as "0327") unless the employee previously changed his/her PIN. Listen to phone menu options very carefully to obtain a salary key and have a pen and paper hand to write down the salary key. If successful, the employee will be given a 6-digit number. The 6-digit salary key must then be provided to the company representative along with the employee's full Social Security Number and Employer Code which is **10365**. Instruct the company representative to go to the verifier section of The Work Number website at www.theworknumber.com or have the representative call 1-800-367-5690 if he/she does not have internet access.

By Internet from a Work or Home Computer

To have both employment and salary information verified, an employee must obtain and provide a salary key.

1. Login to www.theworknumber.com.
2. Click on the I'm an Employee button.
3. Click on the Enter Site button.
4. Enter **10365** in the Employer Name or Code and then click on the blue Login button.
5. Select the button for both Employment and Income.
6. Enter your full Social Security Number in the User ID block (no dashes) and click on Continue.
7. Enter the PIN number. The PIN is the 4-digit Month and Day of Birth (MMDD format, for example, March 27 would be entered as "0327") unless the employee previously changed his/her PIN.
9. Click on the Login button
10. Click on the Create Salary Key link
11. Follow directions to create the Salary Key that you can print or email.
12. Instruct the company representative to go to the verifier section of The Work Number website at www.theworknumber.com or have the representative call 1-800-367-5690 if he/she does not have internet access.

Note each employee can have a maximum of 3 salary keys active at one time. The verifier can only use each salary key once. If unused, the salary keys are active for 6 months before being deleted from the system.

Employees who need technical assistance should contact a customer service representative at 1-800-367-2884. Representatives are available Monday through Friday from 5 a.m. until 7 p.m. Pacific Time. Automated help is available 24 hours per day.