

Employment / Income Verification

For a third party to validate employment or income the verifier (i.e. third party) must do the following:

1. Go to www.theworknumber.com and click on the “I’m a Verifier” tab
2. Enter the site as the appropriate verifier (Commercial or Social Service)
 - The third party company will need an active membership to use this website. There is a fee associated with membership when the verifier initially signs up.
3. Once a username and password are generated and the verifier is validated, then the employment or income verification can be obtained through the internet (www.theworknumber.com) or by phone at 800-367-5690.
 - The Verifier can NOT use the phone option without a username and password
4. The verifier will need the employee’s (or former employee’s) social security number and (Duke Energy) employer code 12337.

Income Verification

In addition to what is needed for employment verification, to verify income the third party will also need to provide a **Salary Key**

To obtain a Salary Key, the individual being verified (employee) will need to:

1. Go to the Duke Energy Portal, and access the employee’s myHR page
2. Click on the “My Pay” Tab
3. On the right side of the page, click on “Employment & Income Verification”
4. Under the “Verifications” Heading, click “Create a Salary Key”
5. This Salary Key will need to be provide to the third party verifier.

The verifier can receive proof of your employment and income at www.theworknumber.com by entering the employee’s Salary Key and employer’s name.