



Updated Employment Verification Process



Do you need your employment or income verified?

Are you applying for credit, leasing, or renting, financing a purchase, or applying for government services? If yes, we've made it a lot easier for you to get proof of income or employment when you need it without calling HR. This will be for all Non-PRIA requests.

The Work Number from Equifax is a fast and secure way to provide proof of your employment or income — a necessary step in many of today's life events including obtaining credit, financing a home or automobile, obtaining a housing lease or securing government benefits or services. The Work Number simplifies the verification process and accelerates qualifying decisions through an online system available to verifiers 24 hours a day, 7 days a week.

STEP 1:

Provide the verifier with your:
Employer Code – **4676134** (Dayforce)
And Social Security Number

***Please note if your lender needs any data prior to 7/01/2022 they must use Employer code – 106080 (ADP)**

STEP 2:

Direct the verifier to www.theworknumber.com - Supply the verifier with both codes above if needed

Additionally, as a CommuteAir employee you can obtain one (1) free Employment Data Report (EDR) each year through www.theworknumber.com. The EDR provides complete historical employment and income information, as well as a listing of requests for your personal information for the past two years.

For additional information about The Work Number or accessing your Employment Data Report, please visit www.theworknumber.com/employees and use the log-in information below.

For questions or more information please contact:

The Work Number Client Service Center: 866-604-6572
TTY—hearing impaired: 800.424.0253, Monday – Friday; 7a.m. – 8p.m. (CT)

