Employees can access The Work Number (TALX) Website through a hyperlink on the Employee Self Service menu. Once in the TALX website, the employee requests a Salary Key that is a single-use authorization code. Employees give this code, along with any other necessary information, to their lending institution. The lending institution uses this information to access the employee’s employment and income information located in The Work Number’s database.

1. Navigate to: **Employee Self Service > Payroll and Compensation > Employment Verification.**
2. Click the **Enter** button in the **employees** box.
3. Enter San Diego City Schools’ Employer Code: **10406**.
4. Click the **GO** button.
5. Enter your **Social Security Number** in the Social Security Number field.
6. Enter the last four digits of your Social Security Number in the PIN field.
7. Click the **CONTINUE** button.
8. Click the **...more** hyperlink to get detailed information and instructions about using **The Work Number** for employment and income verification.