

Employment Verification

Q. How do I obtain Employment Verification?

A. Montclair State University utilizes The Work Number service from Equifax to provide automated income and employment verifications. Below are the steps for logging into the Work Number.

First step is to access your employee account on the www.theworknumber.com

1. Click the “**Employee**” tab
2. Click “**Log In**”
3. Enter your **employer’s name or code**

Employer Name: Montclair State University
Employer Code is 14991

4. Click “**Log In**”
5. Enter your **User ID**

***Note** – If this is your first time accessing The Work Number, you will use a default User ID and PIN scheme established by your employer.*

*For Montclair State University employees, the default ID and PIN scheme is:
User ID: **Employee ID**
PIN Scheme: **Last 4 SSN + YYYY of birth year***

6. Click “**Continue**”
7. Enter your **PIN**

***Note** – If this is your first time accessing The Work Number, you will be guided through some additional, simple account setup steps. Our site protects your data privacy using a secure, Risk Based Authentication system similar to many banking and financial services sites.*

8. Click “**Log In**”

Requesting your Employment Data Report (EDR)

1. Click “**Request Instant Online Report**”
2. Select the **state you are employed in**
3. Select a **reason for your request**
4. State **Who will you give the information to?**
5. Select whether to **show your full SSN** on the report or mask it
6. Click “**Get Instant Online Report**”

Q. I am an outside vendor who needs to verify a client is an employee at Montclair State University. Where should I send the information?

A. If you are contacting Montclair State University from a company verifying employment of one of our employees, please contact Workday Customer Care at wccsupport@montclair.edu. Please include all forms you wish to be completed.

Q. I'm a current employee at Montclair State University. I need someone to complete an Employment Verification form/letter. What do I need to do?

A. If you are required to provide Employment Verification form or letter for any reason, such as a personal loan, mortgage refinancing, home loan, etc., please contact our Workday Customer Care at wccsupport@montclair.edu or 973-655-5000, option 3. Make sure that you have all required documents your lender needs Payroll to complete before contacting us to ensure a quick response.

Q. How do I obtain my most recent payslips?

A. If you are a current employee, you can view your payslips in Workday. After logging in, under Applications, please select the Pay Icon (see below).



Pay

Then select "Payslips", select the pay period you need and click the View button to the right. To print

your payslip click on the print icon  located in the top right corner of the screen. Your payslip will be downloaded as a .pdf document. Open the downloaded document and print. If you are terminated employee, please contact our Workday Customer Care at wccsupport@montclair.edu or 973-655-5000, option 3. A ticket will be open on your behalf and a representative from Payroll will assist you.

Q. How do I obtain a copy of my W2?

A. If you are an active employee, you can view your most current W2 in Workday. After logging in, under Applications, please select the Pay Icon (see below).



Pay

Then select “My Tax Documents” and all available W2s will be shown. To print, select View/Print button.

When the W2 opens, select the print icon  on the top right. For years prior to 2019, please contact our Workday Customer Care at wccsupport@montclair.edu or 973-655-5000, option 3. A ticket will be open on your behalf and a representative from Payroll will assist you. If you are a terminated employee, you will need to contact Workday Customer Care for any W2. If your mailing address has changed, please be sure to include the information in your message. Current employees should update their address in Workday.

For any other questions, please contact Workday Customer Care at wccsupport@montclair.edu or 973-655-5000, option 3.