

# THE WORK NUMBER FOR EVERYONE<sup>SM</sup>

## Employment Verification

### WHAT IS The Work Number for Everyone<sup>SM</sup>?

An automated service that verifies Employment Information. This service is available 24 hours a day, 7 days a week.

To avoid delay in processing your apartment lease, car loan, mortgage or other type of credit, your lender can contact **The Work Number for Everyone<sup>SM</sup>** to verify your employment with the Department of Transportation (DOT).

### WHAT TYPE OF VERIFICATION WILL THE PROGRAM PROVIDE?

Three levels of verification are provided.

#### BASIC - Required for job reference checks.

- Social Security Number
- Name (Spelled)
- Most recent start or termination date
- Total time with the employer
- Job title
- Reference Number

No Salary Key Required

#### BASIC PLUS - Required for apartment rentals and small, short term loans.

- All BASIC information plus...
- Total rate of pay
- Pay frequency

Salary Key Required

#### FULL - Required for major loans and mortgages.

- All BASIC PLUS information and...
- Gross Earnings for YTD and the past 2 years (including base pay, overtime, and bonuses)

### WHAT IS MY PERSONAL IDENTIFICATION NUMBER (PIN)?

Your PIN will be your Service Computation Date (SCD).

The SCD can be obtained from your Statement of Earnings and Leave.

### WHAT DO I GIVE TO A VERIFIER?

- A *Verifier Brochure*
- The Department of Transportation's Company Code: **10302**
- Your Social Security Number
- A Salary Key (only for salary verification)
- A phone number for verifier to access the system: **1-900-555-9675**

**Important Note:** Do **NOT** give the verifier your PIN.

There are 2 brochures for this program, the *Employee Brochure* and the *Verifier Brochure*. You can obtain both brochures from your local Personnel Office.

### HOW DO I OBTAIN A SALARY KEY?

You can obtain a Salary Key via:

- Telephone **1-800-367-2884**
- Internet **<http://www.theworknumber.com>**

You will need the Department of Transportation's Company Code (10302), your Social Security Number and PIN to use the system.

The system will provide a Salary Key to you. Be sure to record this code.

**NOTE:** You may have up to 3 Salary Keys active at one time. Each salary key is valid for only one verification.

### WHERE DO I GO IF I HAVE QUESTIONS?

If you have any questions or need additional instructions on how to use **The Work Number for Everyone<sup>SM</sup>**, please dial Customer Service at:

**1-800-996-7566**

The Work Number Customer Service Team is available Monday - Friday, 8 a.m. to 9 p.m. Eastern Standard Time.



Coast Guard  
Civilian Personnel  
Web Site

Employee Express

The Work Number  
for Everyone<sup>SM</sup>



Coast Guard Personnel Command  
Civilian Personnel Management Division

# CIVILIAN PERSONNEL WEB SITE

## WHAT IS THE WEB ADDRESS?

<http://www.uscg.mil/hq/cgpc/cpm/home/>

## HOW CAN I ACCESS THE WEB SITE?

Use a computer with Internet capability.  
Type in the Internet address listed above to access the Coast Guard Civilian Personnel web site.

## WHAT INFORMATION IS AVAILABLE ON THE WEB SITE?

- **Who's Who.** Provides points of contact for the Civilian Personnel offices.
- **Job Openings.** Posts all vacancy announcements within the Coast Guard.
- **Training.** Provides a consolidated source of information on the service-wide training courses, programs, and opportunities.
- **Civilian Personnel Calendar.** Lists dates for key events throughout the year.
- **Benefits.** Provides information on the Federal Benefits Programs such as Retirement, Thrift Savings Plan, Life and Health Insurance, Worker's Compensation, Leave, and Awards.
- **General Information.** Provides general human resources information and guidance.
- **Coast Guard Civilian Messages.** Posts copies of recent civilian personnel message traffic.
- **What's New?** Posts most recent human resources information.
- **Orientation Express.** Provides information for new and relocating Coast Guard employees.
- **Best of the Net.** Provides linkages to other personnel related information on the web.

# EMPLOYEE EXPRESS

## WHAT IS EMPLOYEE EXPRESS (EE)?

A user-friendly automated system that gives you direct control over key payroll and personnel information without using a form or visiting your personnel office.

## WHO CAN USE IT?

All Coast Guard civilian employees throughout the United States and other specific overseas locations.

## WHAT CAN IT DO?

*It allows you to view or make changes to:*

- Federal Employees Health Benefits (FEHB)
- Thrift Savings Plan (TSP)
- Direct Deposit of Net Paycheck
- Direct Deposit of Allotments
- Federal/State Tax Withholdings
- Savings Bonds
- Home/W-2 Mailing Address
- Your Personal Identification Number (PIN)
- Current and 2 previous Statements of Earnings and Leave

## HOW CAN I ACCESS THE SYSTEM?

- Use a touch-tone telephone and dial **1-800-827-6289**. For the hearing impaired, dial **1-912-757-3117**.
- Use a computer with Internet capability. Type in the following Internet address:  
**<http://www.employeeexpress.gov>**
- Use touch-screen kiosks currently available at:

- ◆ **DOT Connection**  
NASSIF Building, Room PL-402  
Washington, DC
- ◆ **Southern California TRACON**  
Room 259 (adjacent to Room 254)  
San Diego, CA
- ◆ **Miami ARTCC**  
Control Room (behind E-1 position)  
Miami, FL
- ◆ **Mike Monroney Aeronautical Center**  
Oklahoma City, OK

## WHAT INFORMATION DO I NEED TO ACCESS THE SYSTEM?

You will need your Social Security Number and PIN.

## WHAT IF I NEED HELP?

If you lose your PIN or need assistance, you can call the **OPM Help Desk, 1-912-757-3030** Monday - Friday, 7 a.m. to 7 p.m. Eastern Standard Time. You may address financial and/or pay-related questions to your personnel office.

## WHAT IS THE EFFECTIVE DATE OF MY ACTION?

Once you have completed your action, a pay period notification screen will appear. This screen will state the effective date of your action and when the changes will appear on your Statement of Earnings and Leave.

## WHY USE EMPLOYEE EXPRESS?

**Saves time and effort.** You can access EE 24 hours a day, 7 days a week. You no longer need to complete a form and submit it to your personnel office.

**Empowers employees.** Provides you with direct control over certain key payroll and personnel benefits information.

**Saves money.** Eliminates the need for payroll/personnel offices to key in thousands of transactions.

*By using this state-of-the-art technology, YOU are taking a dynamic step into the "paperless" office of the future!*

