



Subject: New Employee Benefit

We are pleased to announce that Pikes Peak Community College (PPCC) now uses The Work Number® to provide automated employment and income verifications for our employees.

The Work Number is a fast and secure way to provide proof of your employment or income—necessary for 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. You are able to easily create a single-use Salary Key to provide verifiers as consent to access your income information.

Hundreds of thousands of credentialed verifiers rely on The Work Number for rapid access to information critical to their decision process, and thousands of employers nationwide have entrusted The Work Number to provide this important service on behalf of their employees.

Additionally, as a PPCC employee you will be able to access 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 verifier requests for the past two years.

For additional information about The Work Number, creating a salary key, or accessing your Employment Data Report, please visit www.theworknumber.com/employees . When logging in to The Work Number for the first time you will use the following default log-in information.

Default ID: Your Employee **SNumber**

Default PIN Scheme: YYYY (the 4 digit year of your **Current Hire** date at PPCC)

You can find your current hire date through the portal (see screenshots below)

Feel free to contact Human Resource Services at 502-2600 if you have questions.

Sincerely,

C.R.J. Brooks, MPA, PHR
Executive Director
Human Resource Services

Dashboard Student Life Employee Faculty Resources Forms

Tools

Faculty Tools

- Faculty Detail Schedule
- Summary Class List
- Post Midterm Grades Post Final Grades/No Shows
- D2L
- Student Records
- View Advisee List
- Look Up Classes/Class Search
- Common Course Number System

Employee Tools

- Time and Leave
- Personal Information
- Banner Self Service
- Work Tools
- Office 365
- Holiday Schedule
- Fac/Staff Email

Main Menu

Personal Information Menu
Student E-mail Account Information, Your Profile, View or Update Your Account and Contact Information

Faculty & Advisor Menu
Faculty Menu, Advisor Menu and Student Information Menu

Employee Menu ←

Time and Leave, Benefits and Deductions Menu, Pay Information Menu, Tax Forms Menu and Jobs Search

Finance Menu

Employee Menu

Time and Leave
Leave Request/Report, Leave Request/Report History, Leave Balances and Time Report

Benefits and Deductions Menu ←

Retirement Plans, Health Benefits, Flexible Spending Accounts, Miscellaneous, Beneficiaries and Dependents

Pay Information Menu
Direct Deposit Allocation, Earnings History, Pay Stub and Deductions History

Tax Forms Menu

Benefits and Deductions Menu

- Retirement Plans
- Health Benefits
- Flexible Spending Accounts
- Miscellaneous
- Beneficiaries and Dependents
- Benefit Statement** ←

Benefit Summary ID Criteria

Choose either My Benefit Summary or choose Employee's Summary and enter the Employee ID.

My Benefit Summary: ←

Employee's Summary:

Employee ID:

Select ←

Benefit Summary Date Criteria

Select a date from the pull-down list or enter a date.

As of date: CURRENT ▾ ←

Enter date: MM/DD/YYYY

Select New ID

Benefit Summary

Personal Data

Department:

Benefit Category: Faculty/APT

Date of Birth:

Original Hire Date:

Current Hire Date: Apr 01, 2016 ← 4 digit year from Current Hire date is your PIN

Adjusted Service Date:

Dental |