



Human Resource Services

PIKES PEAK STATE COLLEGE

Subject: Employee Benefit

We are pleased to announce that Pikes Peak State College (PPSC) 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 can 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 vital service on behalf of their employees.

Additionally, as a PPCC employee, you can access one (1) free Employment Data Report (EDR) each year through www.theworknumber.com. The EDR provides complete historical employment and income information and 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 <https://employees.theworknumber.com/>. 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 PPSC.)

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

Contact Human Resource Services at 502-2600 if you have questions.



Human Resource Services

p. 719.502.2600 | f. 719.502.2601

Centennial Campus

5675 South Academy Blvd | Colorado Springs, CO 80906 | Room B200 | Box C-4



Human Resource Services

PIKES PEAK STATE COLLEGE

The dashboard features a top navigation bar with tabs for **Dashboard**, **Student Life**, **Employee**, **Faculty**, **Resources**, and **Forms**. Below the navigation bar, there are two main sections of tool icons:

- Faculty Tools:** Faculty Detail Schedule, Summary Class List, Post Midterm Grades Post Final Grades/No Show, DCL, Student Records, View Address List, Look Up Classes/Class Search, and Common Course Number System.
- Employee Tools:** Time and Leave, Personal Information, **Benefits Self Service** (highlighted with a grey arrow), View Tools, Office 365, Holiday Schedule, and 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** (highlighted with a grey arrow)
Time and Leave, Benefits and Deductions Menu, Pay Information Menu, Tax Forms Menu and Jobs S
- Finance Menu**

Employee Menu

- Time and Leave**
Leave Request/Report, Leave Request/Report History, Leave Balances and Time Report
- Benefits and Deductions Menu** (highlighted with a grey arrow)
Retirement Plans, Health Benefits, Flexible Spending Accounts, Miscellaneous, Beneficiaries a
- Pay Information Menu**
Direct Deposit Allocation, Earnings History, Pay Stub and Deductions History
- Tax Forms Menu**



Human Resource Services

p. 719.502.2600 | f. 719.502.2601

Centennial Campus

5675 South Academy Blvd | Colorado Springs, CO 80906 | Room B200 | Box C-4



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

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: M/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
Adjusted Service Date:
4 digit year from Current Hire date is your PIN