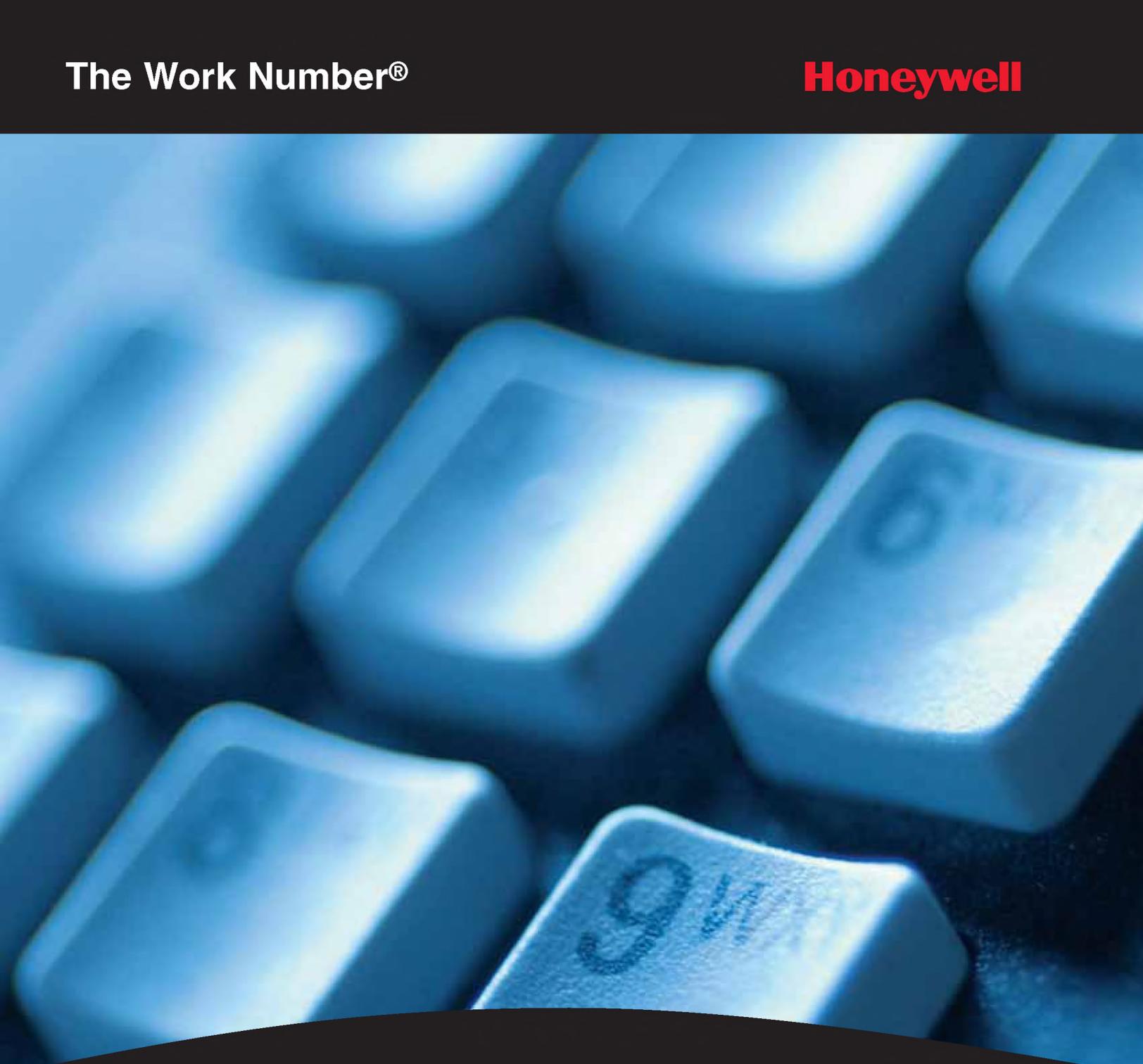


**The Work Number®**

**Honeywell**



**The Work Number — Honeywell's automated employment verification service — allows you to have your employment and income information verified within a matter of minutes.**

**[my.honeywell.com/secure/talx/index.jsp](https://my.honeywell.com/secure/talx/index.jsp)**

# WORK NUMBER OVERVIEW

## What is The Work Number?

The Work Number is an automated employment verification service that allows you to have your employment and income information verified.

Individuals or companies outside Honeywell sometimes need to verify your employment and income information when you are applying for such things as a loan or an apartment rental. These individuals or companies - - known as verifiers - - use this service to get the verification. Examples of verifiers are mortgage companies or apartment managers.

## Who can use this service?

This service is available to U.S. employees.

## What kinds of information can a verifier obtain?

There are two levels of information available. The two levels are employment and employment and income. You determine the information the verifier can access, based upon the requirements of your situation.

Employment information is usually required for reference checks. It provides:

- your name
- your job title
- your most recent start or end date.

Employment and income information is usually required for loans and apartment leases. It provides:

- Basic employment information plus
- Year-to-date pay
- Previous two years' income history.

## How does a verifier obtain information about my pay?

As part of the authorization process, you will need to obtain and provide the verifier with a "salary key."

A salary key is a numeric code you provide to the verifier that authorizes him/her to obtain your income information in addition to your employment information. The salary key is valid for one verification only. Once a verifier has done the verification, he/she cannot access your information again. Also after the code is used, no one else can use it to access your confidential information.

## How do I obtain a salary key?

To obtain a salary key, go to Inside Honeywell and type:

[my.honeywell.com/secure/talx/index.jsp](http://my.honeywell.com/secure/talx/index.jsp)

You will be asked for:

- Honeywell's company code (It's 10221.)
- your Social Security number
- your Personal Access Code.

The system will then provide you with a salary key. Be sure to record your salary key for future reference and provide it to the verifier. Do not give anyone your Personal Access Code.

If you do not have access to Inside Honeywell, call One Stop – Your Employee Services Access Line at 1-877-258-3699, option 4; a benefits specialist will help you obtain a salary key.

## Can I request more than one salary key?

You may have a maximum of three keys active at a time. Each key is valid for six months and can be used only one time. Once the salary key is used, it is deactivated and cannot be used again.

## What if I want the verifier to access only employment information?

Give the verifier Honeywell's company code (10221) and your Social Security number. Instruct the verifier to go to [www.theworknumber.com](http://www.theworknumber.com) or call 1-800-367-5690. The verifier will not be able to obtain pay information unless you provide a salary key.

## Is there a cost for the verification service?

There is no fee for Honeywell employees.

## What if I have questions?

For additional information about The Work Number, please call the Work Number Client Service Center at 1-800-996-7566. Representatives are available Monday through Friday, 8 a.m. to 9 p.m. Eastern Time.

## Global Business Services

Global Employee Services  
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