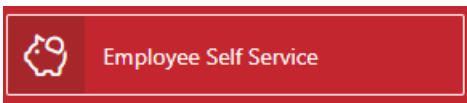# **Employment Verifications**

Columbus City Schools has provided employees the ability to obtain their own verifications of employment and salary through Employee Self Service and The Work Number.

What can I access?	**How do I access?**

EMPLOYEE SELF SERVICE

- View and print pay stubs
- Tax information (W-2s)
- Certifications
- Personal contact information

Employee Self Service

CCSOH.US → STAFF → EMPLOYEE SELF SERVICE (ESS)
- Click the LOG IN link (upper right corner)
- Type your username (employee ID#) and Password. For first time user, your password is the last 4 digits of your social
- The Columbus City Schools Self Service home page will appear.
- Click on the Employee Self Service button on the left to view your information.
- Select from the available information.

THE WORK NUMBER

- Proof of employment
- Proof of income
- Employment data report of all participating employers for whom you have worked.
- Immigration verification

THE WORK NUMBER

www.theworknumber.com   OR
Call 1-800-367-2884

- Employer code: 14232
- Enter your SSN
- You PIN (four-digit birth year)
- To provide information to a lender, call the 800 # and request a salary key. Provide the salary key to the lender.

If you need verification information not identified above, such as PSLF, TLF, or to change your name, please email your request to
verifications@columbus.k12.oh.us.