

“How Do I Find My Employee ID?”

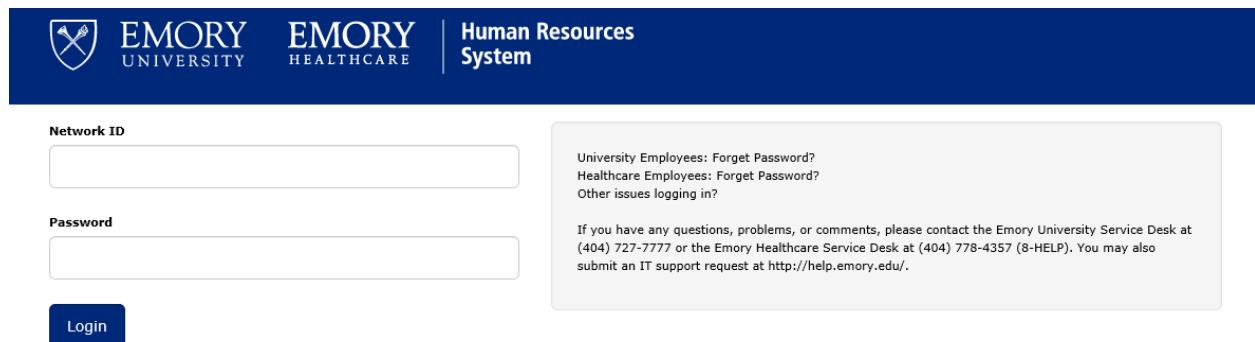
Your employee number is your seven-digit Emory Healthcare number. If your employee number starts with “o” please make sure to include the “o” when entering into the Sharecare portal.

To locate your Employee Number follow these simple steps:

1. Insert the link below or [Click Here!](#)

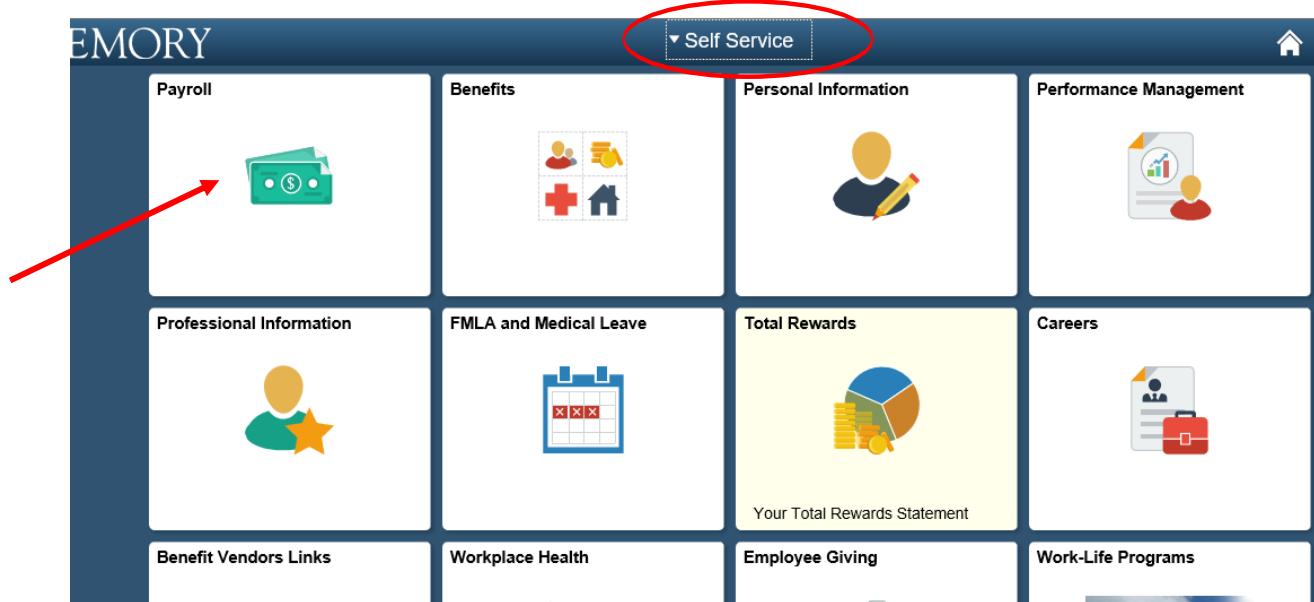
<https://hrprod.emory.edu/psp/hrprod/?cmd=login&languageCd=ENG&>

2. Once you get here login-in using your PeopleSoft User ID (aka Emory Healthcare Network ID). If you don’t have one contact Emory Healthcare Service Desk at 404-778-4357 or <http://help.emory.edu>.



The image shows the Emory University and Emory Healthcare Human Resources System login page. The header features the Emory University logo, the Emory Healthcare logo, and the text "Human Resources System". The login form includes fields for "Network ID" and "Password", and a "Login" button. To the right of the form is a sidebar with links for "University Employees: Forget Password?", "Healthcare Employees: Forget Password?", and "Other issues logging in?". It also contains a message about contacting the service desk and a link to submit an IT support request.

3. Select "Self-Service", then "Payroll" from or Select "Personal Information"



a. Should you select "Payroll" locate your Employee ID in your paystub

Emory University 1599 Clifton Road Atlanta, GA 30322	1	Pay Group: EUB-Emory University Biweekly Pay Begin Date: 06/08/2014 Pay end Date: 06/21/2014	2	Business Unit: EMUNV Advice #: 000001234567 Advice Date: 06/27/2014				
TAX DATA:			Federal	GA State				
John Smith 123 Main Street Atlanta, GA 30306	3	Employee ID: 1234567 Department: 113020-Controllers: Payroll Location: 1599 CLIFTON RD Job Title: Coord, Payroll Pay Rate: 14.00 Hourly	4	Marital Status: Single Allowances: 0 Addl Percent: Addl Amount: Addl.Allowance				
HOURS AND EARNINGS			TAXES					
*****Current*****		*****YTD*****						
Description	Rate	Hours	Earnings	Hours	Earnings	Description	Current	YTD
Regular	14.00	80.00	1,120.00	1,840.00	25,760.00	Fed Withholding	276.14	6,351.22
Overtime	14.00	4.25	89.25	97.75	2,052.75	Fed MED/EE	16.92	448.04
Holiday				80.00	1,157.20	Fed OASDI/EE	72.34	1,915.75
Vacation				80.00	1,396.27	GA Withholding	127.26	2,926.98
Sick Leave				71.50	1,003.65			

b. Should you Select "Personal Information" from the home screen, you can obtain your Employee ID from "Name and Profile Details", then "Employee Profile"

- If you're still having trouble, there is another way to get your Employee ID:
 - Log into the HealthStream Learning Center (HLC) regulatory training platform.
 - Once you log in with your network credentials, your employee number will populate in the top left corner.