

## "How Do I Find My Employee ID?"

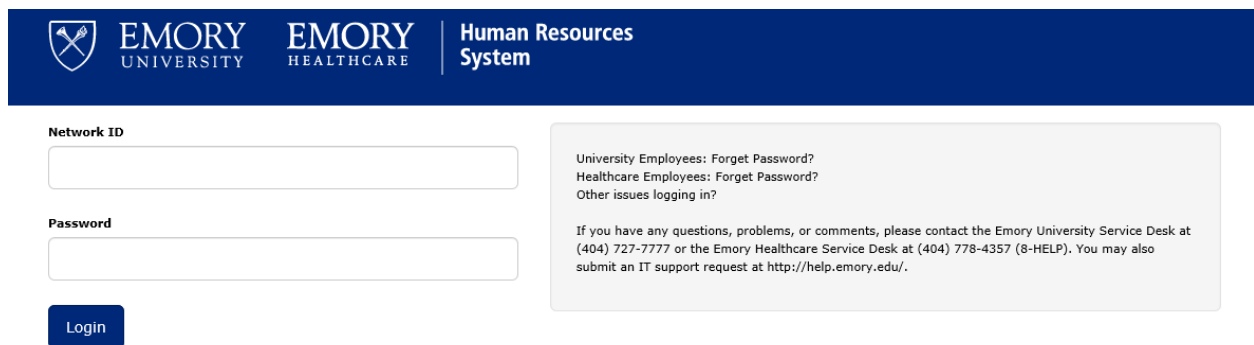
Your employee number is your seven-digit Emory Healthcare number. If your employee number starts with "o" please make sure to include the "o" when entering into the Sharecare portal.

To locate your Employee Number follow these simple steps:

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

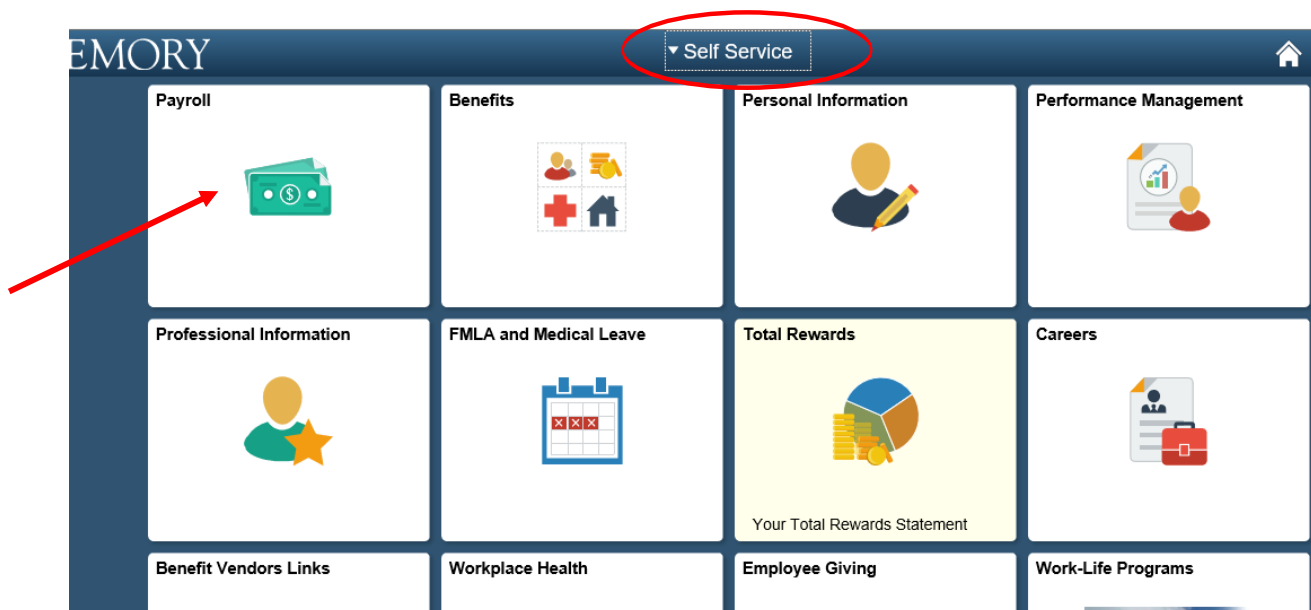
<https://hrprod.emory.edu/psp/hrprod/?cmd=login&languageCd=ENG&>

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 screenshot shows the login interface for the Emory University Human Resources System. At the top, there are logos for Emory University and Emory Healthcare, followed by the text "Human Resources System". Below this, there are two input fields: "Network ID" and "Password". A "Login" button is positioned below the password field. To the right of the input fields, there is a text box containing links for "University Employees: Forget Password?", "Healthcare Employees: Forget Password?", and "Other issues logging in?". Below this text box, there is a paragraph of contact information for the Emory University Service Desk, including a phone number (404) 727-7777, a fax number (404) 778-4357 (8-HELP), and a URL (http://help.emory.edu/).

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



**Emory University**  
1599 Clifton Road  
Atlanta, GA 30322

		TAX DATA:		Federal	GA State
<b>John Smith</b> 123 Main Street Atlanta, GA 30306		Employee ID:	1234567	Marital Status:	Single
		Department:	113020-Controllers: Payroll	Allowances:	0
		Location:	1599 CLIFTON RD	Addl Percent:	
		Job Title:	Coord, Payroll	Addl Amount:	
		Pay Rate:	14.00 Hourly	Addl.Allowance	

[illegible]