

“How Do I Find My Employee ID?”

Your employee number is your Emory University seven-digit 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 University Network ID). If you don't have one contact <https://www.app.emory.edu> or 7-7777 to set one up.

EMORY UNIVERSITY | EMORY HEALTHCARE | Human Resources System

Network ID

Password

Login

University Employees: Forget Password?
Healthcare Employees: Forget Password?
Other issues logging in?

If you have any questions, problems, or comments, please contact the Emory University Service Desk at (404) 727-7777 or the Emory Healthcare Service Desk at (404) 778-4357 (8-HELP). You may also submit an IT support request at <http://help.emory.edu/>.

3. Select “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		Pay Group: EUB-Emory University Biweekly Pay Begin Date: 06/08/2014 Pay end Date: 06/21/2014	Business Unit: EMUNV Advice #: 000001234567 Advice Date: 06/27/2014																																																			
John Smith 123 Main Street Atlanta, GA 30306	Employee ID: 1234567 Department: 113020-Controllers: Payroll Location: 1599 CLIFTON RD Job Title: Coord, Payroll Pay Rate: 14.00 Hourly	TAX DATA: Federal GA State Marital Status: Single Single Allowances: 0 0 Addl Percent: 0 Addl Amount: 0 Addl.Allowance: 0																																																				
HOURS AND EARNINGS *****Current***** *****YTD***** <table border="1"> <thead> <tr> <th>Description</th> <th>Rate</th> <th>Hours</th> <th>Earnings</th> <th>Hours</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>14.00</td> <td>80.00</td> <td>1,120.00</td> <td>1,840.00</td> <td>25,760.00</td> </tr> <tr> <td>Overtime</td> <td>14.00</td> <td>4.25</td> <td>89.25</td> <td>97.75</td> <td>2,052.75</td> </tr> <tr> <td>Holiday</td> <td></td> <td></td> <td></td> <td>80.00</td> <td>1,157.20</td> </tr> <tr> <td>Vacation</td> <td></td> <td></td> <td></td> <td>80.00</td> <td>1,396.27</td> </tr> <tr> <td>Sick Leave</td> <td></td> <td></td> <td></td> <td>71.50</td> <td>1,003.65</td> </tr> </tbody> </table>			Description	Rate	Hours	Earnings	Hours	Earnings	Regular	14.00	80.00	1,120.00	1,840.00	25,760.00	Overtime	14.00	4.25	89.25	97.75	2,052.75	Holiday				80.00	1,157.20	Vacation				80.00	1,396.27	Sick Leave				71.50	1,003.65	TAXES <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td>276.14</td> <td>6,351.22</td> </tr> <tr> <td>Fed MED/EE</td> <td>16.92</td> <td>448.04</td> </tr> <tr> <td>Fed OASDI/EE</td> <td>72.34</td> <td>1,915.75</td> </tr> <tr> <td>GA Withholding</td> <td>127.26</td> <td>2,926.98</td> </tr> </tbody> </table>	Description	Current	YTD	Fed Withholding	276.14	6,351.22	Fed MED/EE	16.92	448.04	Fed OASDI/EE	72.34	1,915.75	GA Withholding	127.26	2,926.98
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b. Should you Select "Personal Information" from the home screen, you can obtain your Employee ID from "Name and Profile Details"

4. If you're still having trouble here are two other ways to get your Employee ID:
 - a. Look at your Compensation Template sent annually at the start of each fiscal year.
 - b. Contact Emory University Payroll Office at 404.727.6100