

A HOW TO GUIDE “Help! What’s My Employee ID?”


Your employee number is your Emory University seven-digit number. If your employee number starts with “0” please make sure to include the “0” when submitting for CPR.

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.

Human Resources System

Network ID

Password

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: 110020-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: 4 Addl Amount: Addl.Allowance																																																											
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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"

Personal Information


Name and Profile Details



Emergency Notification System



Personal Details



[← Personal Information](#)

[Preferred Name](#)

Employee Profile

Employee Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID 012346

Empl Record

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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