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&

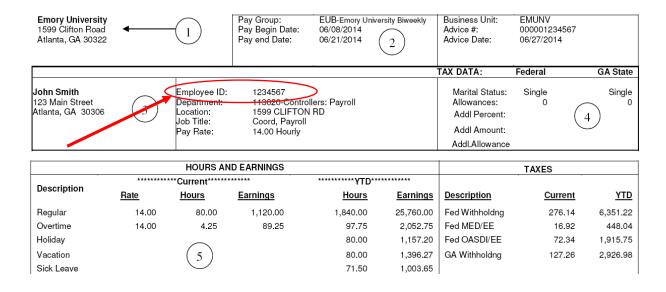
2. Once you get here login-in using your PeopleSoft User ID (aka Emory University Network ID). If you don't have one contact https://www.app.emory.edu or 7-7777 to set one up.



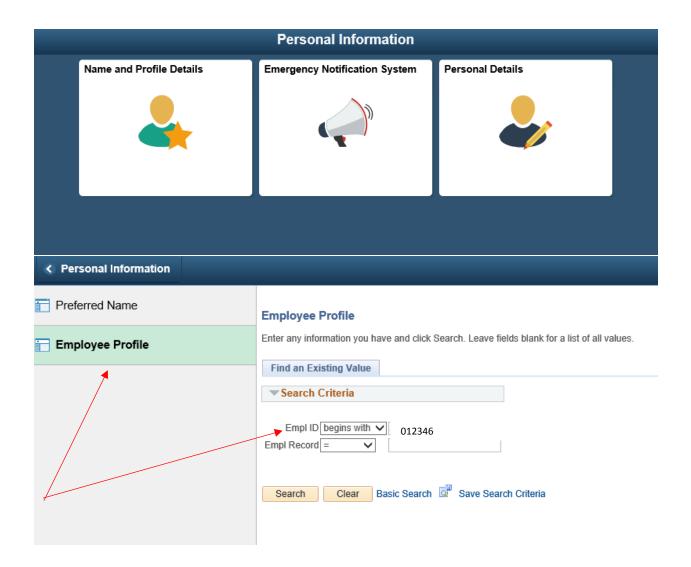
3. Select "Payroll" from or Select "Personal Information"



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



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