Georgia Regents Medical Center Employee Self Service





GRHealth GEORGIA REGENTS MEDICAL CENTER

Customer ID:	2484
Employee ID:	
Password:	
	<i>11</i>

🔿 login

Your Employee ID can be found on the back of your GHS Health System issued employee badge. Add a leading 0 if it is less than 6 characters. For example, if your Employee ID is 01234, you would enter 001234.

For First-Time Users: Your Password is the last four digits of your Social Security # followed by the 4 digit year of your birth. For example, if your SS# ends in 5678 and you were born in 1965, you would enter 56781965.

For Previous Users: Please use the same password that you have been using to date.





Employee Self-Service



ikHealth 👔	Employee Contact - Validation		Donna C Fields
GEORGIA REGENTS MEDICAL CENTER Personal	Please confirm that your home a	and work location information is correct	t, if not please update.
Personal Data	Click on Update to apply change	s or to verify current information. Click	on Ok to continue.
Address Information	-		
E-Mail Address			
Dependents	Home Mailing Address		S update
Education	Effective Date:	03/15/2005	
mergency Contacts			
Change Password	Address:		
lob Reviews		North Augusta, SC 29841	
alary History	Phone Number:	803-	
kills Information	Cell Phone Number:	706	
ertifications	Cerrenone Number.	100-	
nployee Files			
raining Classes			
Fraining Enrollment	Work Location		S update
lork Address	Effective Date:	08/03/2011	
Payroll	Building Code:	HS	
V-4	Room Number:	1103	
Paid Time Off	Phone Number:	706-721-0697	
Time Off Request	Coll Discount of the second		
Paycheck Information	Cell Phone Number:		
Paycheck Calculator	Work Email Address:	dfields@gru.edu	
W-2 History			
Voluntary Deduction(s)	1		

To update your home mailing address, click on "update"



• This takes you to the home address screen. You can "update" your address if it is incorrect, or "add" your address if blank.

Address Information	n	Donna C Fields
Mailing (Current):		O update
Effective Date:	03/15/2005	
	North Augusta, SC 29841	
	USA	
Phone Number:	803-	
Cell Phone Number:	706-	
Work (Current):		
Effective Date:	08/03/2011	
Address:	нз	
	1103	
	Augusta, GA 30931	
	USA	
Phone Number:	706-721-0697	





Update Address Information

Address Type:	Mailing
Effective Date:	08/13/2013
Address:	
City:	North Augusta
State:	South Carolina 💌
Zip:	29841
Country:	USA
County:	*no value 🗸
Phone Number:	(803)
Cell Phone Number:	(706)
Cell Carrier:	*no value
Instructions:	
Alternate Phone 1:	*no value 🖌
Alternate Phone 2:	*no value 🖌
Alternate Phone 3:	*no value 🗸
Alternate Phone 4:	*no value 🗸
Alternate Phone 5:	*no value 💌
	cance

After updating your home address, click on "submit".





GRHealth	Employee Contact - Validation		Donna C Field
ecosonal Personal Personal Data Address Information	Please confirm that your home an Click on Update to apply changes	nd work location information is correct, or to verify current information. Click o	, if not please update on Ok to continue.
 E-Mail Address Dependents Education Emergency Contacts Channe Password 	Home Mailing Address Effective Date: Address:	03/15/2005	S update
 Job Reviews Salary History Skills Information Certifications Employee Files 	Phone Number: Cell Phone Number:	North Augusta, SC 29841 803- 706-	
 Training Classes Training Enrollment Work Address Information 	Work Location Effective Date: Building Code:	08/03/2011	O updat
W-4 Paid Time Off Time Off Request Paycheck Information Paycheck Calculator W-2 History	Room Number: Phone Number: Cell Phone Number; Work Email Address:	1103 706-721-0697 dfields@gru.edu	
Voluntary Deduction(s)			🕤 ok

After submitting, the system will take you back to the Employee Contact Validation screen. Click on "update" beside work location to add your work location address.





Work Address Info	ork Address Information Donr	
Work:		🕒 update 🔞 delete
Effective Date:	08/03/2011	
Building Code:	HS	
Room Number:	1103	
Phone Number:	706-721-0697	
Cell Phone Number:		
		🕀 add
		G back

You will need to enter Building code, room number, work phone, and work cell phone (if you have one). The building code is the code for the building you work in. For example, if you work in Human Resources, the building code is FG. The building code for the hospital is BA. The building code for the Medical Office building is BP.

After entering your work address information, please click on "submit".





	Employee Contact - Validation		Donna C Fields
Personal	Please confirm that your home a	nd work location information is correct,	if not please update.
Personal Data	Click on Update to apply changes	or to verify current information. Click o	n Ok to continue.
Address Information			
E-Mail Address	a contract of the provide states of the		
Dependents	Home Mailing Address		update
Education	Effective Date:	03/15/2005	
Emergency Contacts	Address		
Change Password	Address.		
Job Reviews		North Augusta, SC 29841	
Salary History	Phone Number:	803-	
Skills Information	Cell Phone Number:	706-	
Certifications			
Employee Files			
Training Classes	en international dataset between Exercite		
Training Enrollment	Work Location		update
Work Address Information	Effective Date:	08/03/2011	
Payroll	Building Code:	HS	
W-4	Room Number:	1103	
Paid Time Off	Phone Number:	706-721-0697	
Time Off Request	Coll Dhose Number		
Paycheck Information	Cell Phone Number.		
Paycheck Calculator	Work Email Address:	dfields@gru.edu	
W-2 History			
Voluntary Deduction(s)	3		6

You are now at the Employee Contact Validation screen. You will be able to see both home address and work location information. Please click on "ok" to proceed to other functions.

RU <u>GEORGIA REGENTS UNIVERSITY</u> A U G U S T A

GRHealth

Personal

- Personal Data
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Work Address Information

Personal Functions:

You can view personal data, address information, update your email address, view dependents, education in the system, emergency contacts, job reviews on file, salary history, skills, certifications, training information if any has been added, and work address information.

You can also change your password from this menu.

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Payroll Functions:

You can view W-4 information, paid time off (PTO), put in a time off request, view paycheck information, W-2 history and sign up and view voluntary deductions.







Benefits Functions:

You can view your benefit statement and your beneficiaries from this menu.



