

# Georgia Regents Medical Center Employee Self Service

# Employee Self Service



Employee Self-Service

1828

Customer ID: 2484

Employee ID:

Password:



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

Welcome, Donna C Fields

## GRHealth

GEORGIA REGENTS MEDICAL CENTER

**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

**Payroll**

- W-4
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- W-2 History
- Voluntary Deduction(s)

### Employee Contact - Validation

Donna C Fields

Please confirm that your home and work location information is correct, if not please update. Click on Update to apply changes or to verify current information. Click on Ok to continue.

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**Home Mailing Address** 

Effective Date: 03/15/2005

Address: North Augusta, SC 29841

Phone Number: 803-

Cell Phone Number: 706-

**Work Location** 

Effective Date: 08/03/2011

Building Code: HS

Room Number: 1103

Phone Number: 706-721-0697

Cell Phone Number:

Work Email Address: dfields@gru.edu



To update your home mailing address, click on “update”

# Employee Self Service

- 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 Donna C Fields

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**Mailing (Current):** 

Effective Date: 03/15/2005

Address: North Augusta, SC 29841  
USA

Phone Number: 803-

Cell Phone Number: 706-

**Work (Current):**

Effective Date: 08/03/2011

Address: HS  
1103  
Augusta, GA 30931  
USA

Phone Number: 706-721-0697



# Employee Self Service

**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

After updating your home address, click on “submit”.

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**Employee Contact - Validation** Donna C Fields

Please confirm that your home and work location information is correct, if not please update. Click on Update to apply changes or to verify current information. Click on Ok to continue.

**Home Mailing Address**

Effective Date: 03/15/2005

Address: North Augusta, SC 29841

Phone Number: 803-

Cell Phone Number: 706-

**Work Location**

Effective Date: 08/03/2011

Building Code: HS

Room Number: 1103

Phone Number: 706-721-0697

Cell Phone Number:

Work Email Address: dfields@gru.edu

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.

# Employee Self Service

Work Address Information Donna C Fields

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Work:  update  delete

Effective Date: 08/03/2011

Building Code: HS

Room Number: 1103

Phone Number: 706-721-0697

Cell Phone Number:

 add

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 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”.

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Welcome, Donna C Fields

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**Employee Contact - Validation** Donna C Fields

Please confirm that your home and work location information is correct, if not please update. Click on Update to apply changes or to verify current information. Click on Ok to continue.

**Home Mailing Address** [update](#)

Effective Date: 03/15/2005

Address: North Augusta, SC 29841

Phone Number: 803-

Cell Phone Number: 706-

**Work Location** [update](#)

Effective Date: 08/03/2011

Building Code: HS

Room Number: 1103

Phone Number: 706-721-0697

Cell Phone Number:

Work Email Address: dfields@gru.edu

[ok](#)

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.

# Employee Self Service

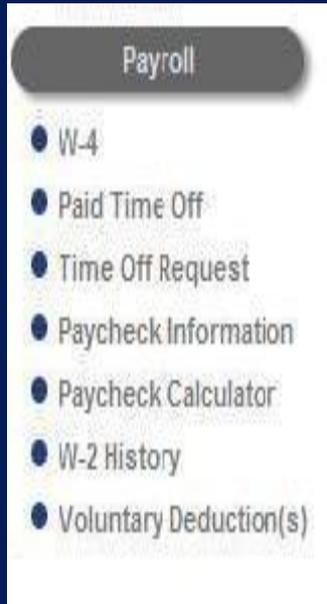


## Personal Functions:

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.

# Employee Self Service



## 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.

# Employee Self Service



## Benefits Functions:

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