Georgia Regents Medical Center Employee Self Service

Employee Self Service

Employee Self Service

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.

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

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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.

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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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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

- 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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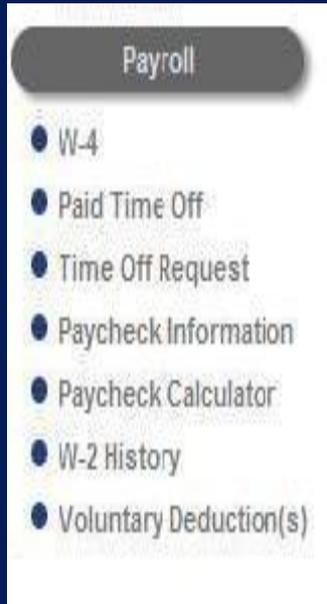
Payroll Functions:

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.

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

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Benefits Functions:

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