



Rush Copley Medical Center

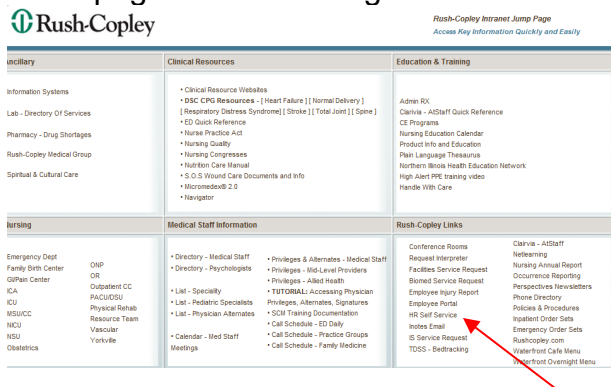
Employee Self Service

Employee Self Service provides employees access to their paychecks, W2, W4's, Direct Deposit, and benefit/HR information. This website can be accessed via any hospital computer or by logging in to the RUSH Copley Employee Portal from your home PC.

The Employee Self Service is only available via Chrome.

Accessing Employee Self Service from Work

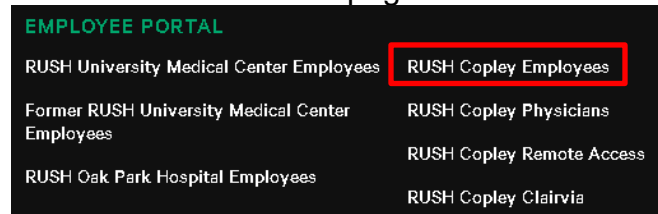
To access Employee Self Service while working on a hospital computer open Chrome and on the home page in the lower right-hand corner click on "HR Self Service"



Accessing Employee Self Service from Home

Go to www.rush.edu.

Go to the bottom of the page and click the link that says "RUSH Copley Employees"



You will be prompted to log in with your **RUSH Copley** username and password.
(Typically last name first initial)

*If you have questions on your RUSH Copley username and/or password, please call the IS Helpdesk at x1234 or externally at 630-978-4968.



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Click on one of the HR Self Service under Quick Links.

Quick Links

- [HR Self Service - Inside the Hospital](#)
- [HR Self Service - Outside the Hospital](#)
 - [HR Self Service Resources](#)
- [eAppraisal](#)
- [NetLearning](#)

Example:

If you are at work, click the link that says “Inside the Hospital”

If you are at home, click the link that says “Outside the Hospital”

When clicking “Outside of the Hospital”:

Log into apps.rushcopley.com with your RUSH Copley username and password.

A login screen with a dark blue background. On the left is a white padlock icon. To its right, the text "Please log on to continue." is displayed. Below this, there are two input fields: "User name" and "Password". Each field has a small circular icon with a right-pointing arrow on its right side. Below the password field is a "Log On" button.

You will have to authenticate via Duo after you enter your password.

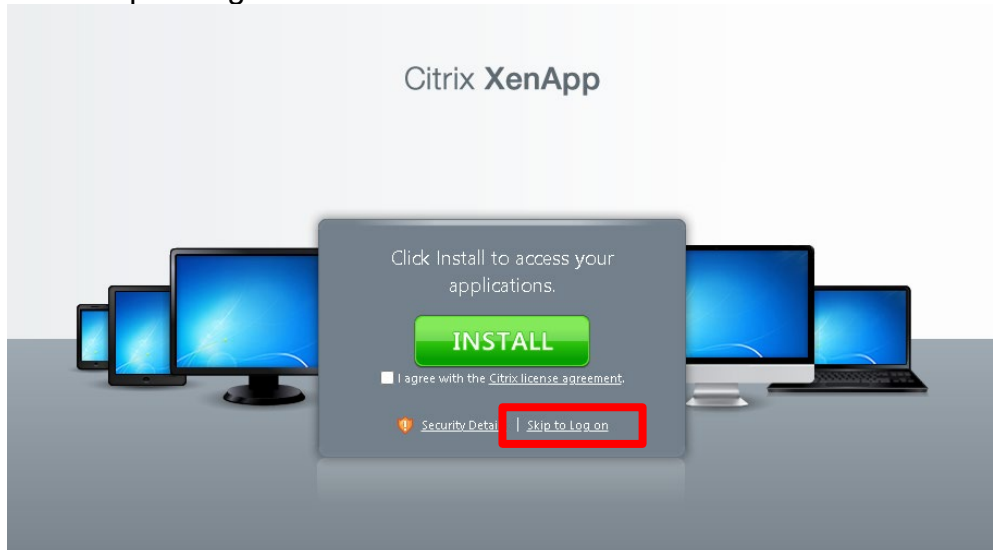
A Duo authentication screen. On the left is the RUSH logo. Below it are links: "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". Below these links is the text "Secured by Duo". On the right, under the heading "Choose an authentication method", there are three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button.



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After you properly authenticate, you will see the Citrix XenApp below.

Click Skip to Log on.



If prompted, use the same RUSH Copley Username/Password. Otherwise it'll take you to directly to a screen with icons.

A screenshot of a 'Log on' screen. It has a title 'Log on' at the top. Below it are two input fields: 'User name:' and 'Password:'. Below the password field is a warning icon (a yellow triangle with an exclamation mark) and the text 'The Web site cannot find the required software on your computer. If you need help, contact your help desk.' At the bottom right is a 'Log On' button.

Double click the HR Self Service Link. This will open GHR in another window. It might take a few seconds/minutes to load.

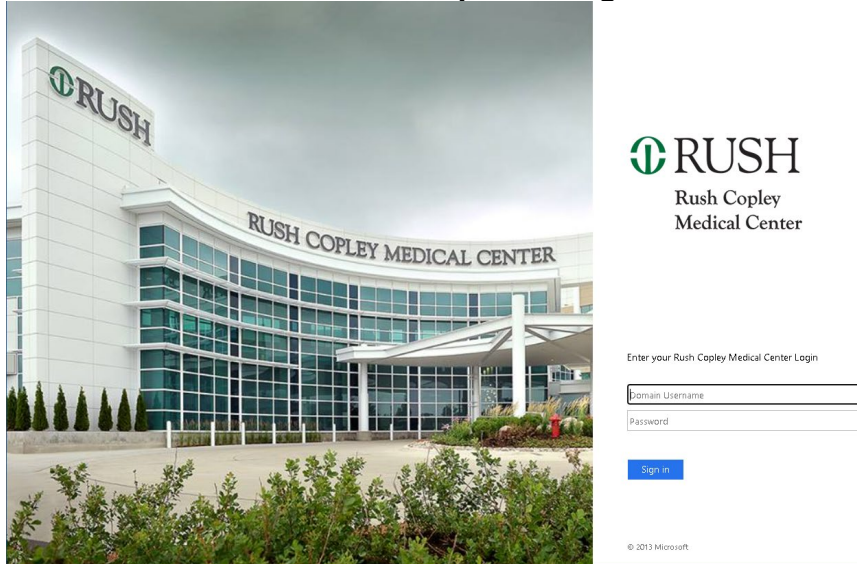


HR Self Service



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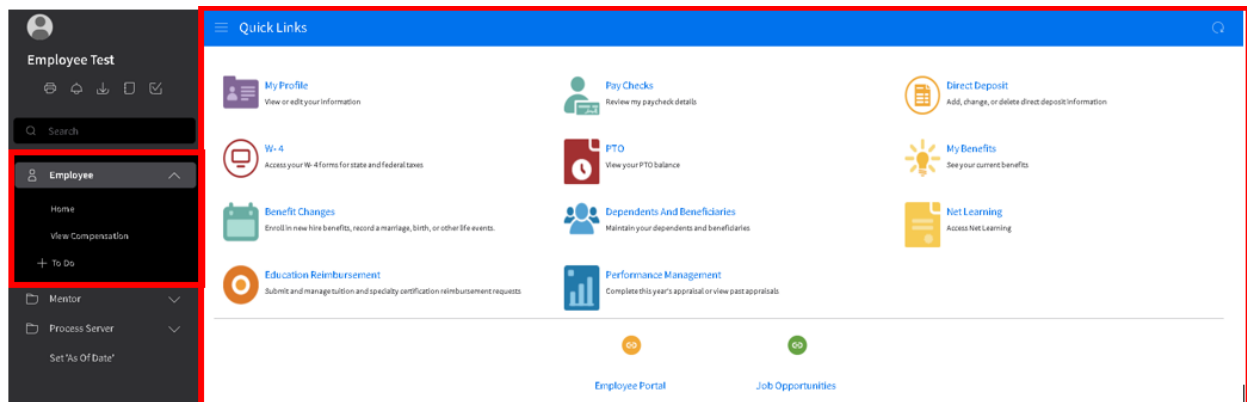
Inside and Outside of the Hospital – Log into HR Self Service:



You will be prompted to log in again with your RUSH Copley username and password.

*If you have questions on your RUSH Copley username and/or password, please call the IS Helpdesk at x1234 or externally at 630-978-4968.


Once you are logged in, you will see the Employee Homepage/Dashboard. On the homepage you can navigate by clicking on any of the icons, or by clicking the labels on the side of the screen:

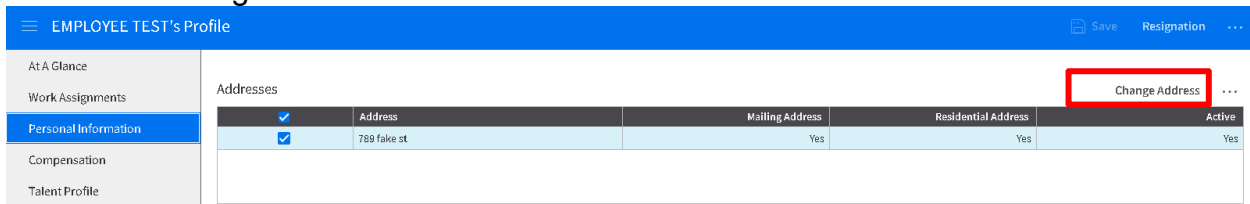




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Updating Your Address

1. Click on My Profile
2. On the Personal Information tab of your employee profile, scroll to the Addresses section.
3. Select the check box next to the address you want to change to highlight it  and click Change Address.

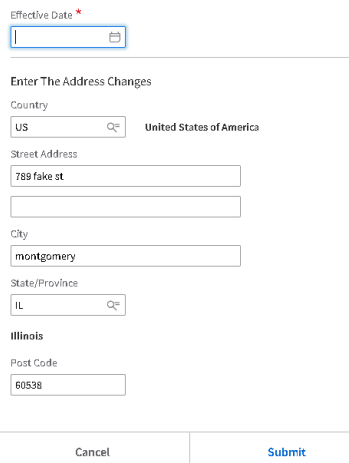


| Addresses | Address | Mailing Address | Residential Address | Active |
|-------------------------------------|-------------|-----------------|---------------------|--------|
| <input checked="" type="checkbox"/> | 789 fake st | Yes | Yes | Yes |

On the Change Address form:

- Enter the effective date that this address should be changed.
- Enter new address.
- Click Submit.

Change Address For EMPLOYEE TEST-97041



Effective Date *

Enter The Address Changes

Country: US United States of America

Street Address: 789 fake st

City: montgomery

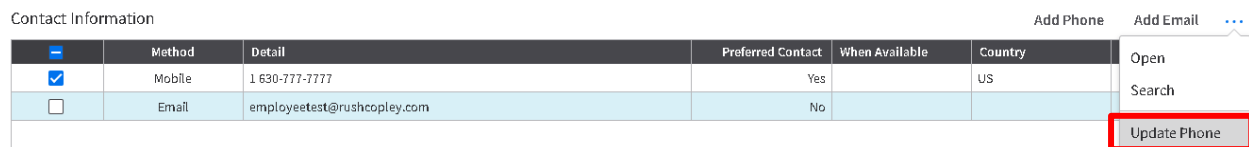
State/Province: IL

Post Code: 60538

Cancel Submit

Updating Phone Numbers

1. On the Personal Information tab of your employee profile, under Contact Information, check the check box next to the phone number.
2. Select the three-dot menu to select the Update Phone action.



| Method | Detail | Preferred Contact | When Available | Country |
|-------------------------------------|--------|------------------------------|----------------|---------|
| <input checked="" type="checkbox"/> | Mobile | 1 630-777-7777 | Yes | US |
| <input type="checkbox"/> | Email | employeeetest@rushcopley.com | No | |

On the Update Phone form:

1. Enter Effective date.
2. Edit the Phone Number
3. Click Submit.



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Update Phone

Employment ID
97041

Effective Date *

☒ Active

Telephone Type
Mobile

Phone Number
630-777-7777

☒ Preferred Telephone Pager Or Fax Number

Cancel

Submit

Add additional phone numbers by clicking Add Phone and complete the form.

Adding Emergency Contacts

On the Personal Information tab of your employee profile:

- Scroll to the Emergency Contact section
- Click Add Contact

Emergency Contacts

Add Contact

Delete

...

| <input type="checkbox"/> | Name | Preferred Contact | Contact Detail |
|--------------------------|--------------|-------------------|----------------|
| <input type="checkbox"/> | TEST, SPOUSE | Yes | 630-555-1234 |

On the Add Emergency Contact Form:

1. Enter an Effective date
2. Enter the contact First and Last Name.
3. Type the Relationship to the Contact.
4. Select the Preferred Contact checkbox if this is the preferred emergency contact. **If there is more than one emergency contact listed for the employee, there can only be one selected as preferred contact.**
5. Select Preferred Contact Method from the drop down.
6. Enter phone number. Country code will be 1. Enter Phone Number with area code. **The Preferred Contact Method you chose in the previous field will need information in a corresponding field.**
7. Click Submit

Add Emergency Contact For EMPLOYEE TEST-97041

Effective Date *

Given Name(First) Family Name(Last)

Relationship ☐ Preferred Contact

Preferred Contact Method *

Phone Information

Phone Number

Home: Phone Number Ext

Work: Phone Number

Cell: Phone Number

Cancel Submit



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Updating Emergency Contacts

In the Emergency Contacts section, double click on the Emergency Contact. On the Change Emergency Contact form:

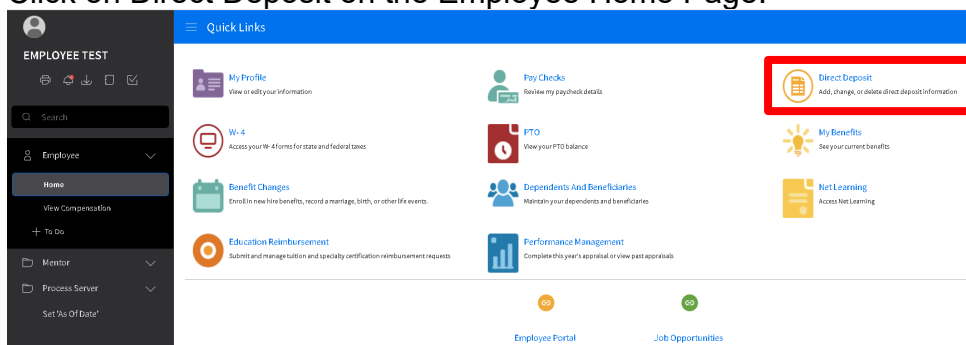
- Enter an Effective Date
- Update the contact information.

Click Submit.

The changes should now be listed in the Emergency Contacts section of the Employee's Personal Information.

Direct Deposit

1. Click on Direct Deposit on the Employee Home Page.



NOTE: You are only allowed 6 accounts in total

2. The first time you enter an account you must authorize "Rush Copley" to initiate credit entries, debit entries on your account. Click the "I agree with this statement"

Authorization

I hereby authorize my employer, RUSH-COPLEY MEDICAL CENTER, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until RUSH-COPLEY MEDICAL CENTER has received written notification from me of its termination in such timely manner as to give RU termination of my employment.

- ☐ I agree with this statement.
☐ I do not agree with this statement.

3. You will be prompted with a request of how many accounts do you plan to open. Enter the number of accounts you will be using and press the continue button.

How many accounts do you plan to open?

0

Continue Cancel

4. Enter the following required fields: Bank Name, Description, Account Type; Routing Number, Account Number, Effective Date. If you are splitting your paychecks in to different accounts "Percent of Net" is also a required field.

Add Account

Required

Bank*

Description* Account Type* ☐ Checking ☐ Savings

Effective Date* 03/21/2016

Routing Number* 0001111 Account Number* 1111111111

Percent of Net 100%

Update Cancel



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5. Once you have completed all the required fields press the Update Button

Update

Updating/Closing Accounts

1. You will see all of your active accounts listed, as well as the types of account and dollar amounts going to each account. If you would like to edit the amount going into an account, click on the blue account number. The detail of that account will open on the bottom of the screen.

Direct Deposit

Accounts

You may open up to 7 account(s).

| Bank | Order | Account | Description | Type | Amount | |
|-------|-------|-------------------|-------------|----------|---------|-------------------------------|
| AECU | 1 | 123456789 | Savings | Checking | 300.00 | Close Account |
| AECU | 2 | 123456790 | Savings | Savings | 100.00 | Close Account |
| CHASE | 3 | 987654321 Default | Checking | Checking | 100.00% | Close Account |

[Add](#) [Select New Default](#) [Reorder](#)

2. You are able to adjust the amount for any account by typing in the new amount and selecting update.

Bank AECU
Routing Number 271975566
Account Number 123456789
Effective Date 07/30/2019
Account Type ☒ Checking ☐ Savings
Account Description
FlatAmount
or
Percent of Net

3. You will see the new amount listed. Changes made by Friday before payday should be effective on that check.
4. You can easily close an account, as well, by selecting the Close Account option at the end of the applicable account. A confirmation box will appear. Select OK. Your list will update and the account will be closed.

Tax Withholding

1. Click on W-4 on the Employee Home Page.

EMPLOYEE TEST

Quick Links

My Profile
View or edit your information

W-4
Access your W-4 forms for state and federal taxes

Benefit Changes
Enroll in new hire benefits, record a marriage, birth, or other life events.

Education Reimbursement
Submit and manage tuition and specialty certification reimbursement requests

Pay Checks
Review my paycheck details

PTO
View your PTO balance

Dependents And Beneficiaries
Maintain your dependents and beneficiaries

Performance Management
Complete this year's appraisal or view past appraisals

Direct Deposit
Add, change, or delete direct deposit information

My Benefits
See your current benefits

Net Learning
Access Net Learning

Employee Portal

Job Opportunities



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2. Left click your mouse button once on the Arrow next to the appropriate section/form

Tax Withholding

Deductions

| | Description |
|--|-------------------------|
| | FEDERAL TAX WITHHOLDING |
| | TAX |

NOTE: Both Federal Tax Withholding and State Forms must be filled out.

Federal Tax Withholding

3. Fill in all the appropriate fields: First Name, Last Name, Social Security Number, Home Address, filing Status, City, State, Zip Code, Allowances you are claiming, Additional Amount withheld.

4. Once complete press the Continue button in the lower right hand corner of the screen
5. At the “Under penalties of perjury” prompt box press the update button to save your changes.

State Tax Withholding

6. Fill in the appropriate fields: Residency, Status, Exemptions, Additional Amount.

*Required

| | |
|--------------------------|--------------|
| Residency | Non-Resident |
| Status* | Single |
| Exemptions | 0 |
| Additional Amount | |
| <div>Continue Back</div> | |

7. Once complete press the Continue button in the lower right hand corner of the screen

Continue Back



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- At the “Under penalties of perjury” prompt box press the update button to save your changes.

Dialog ×

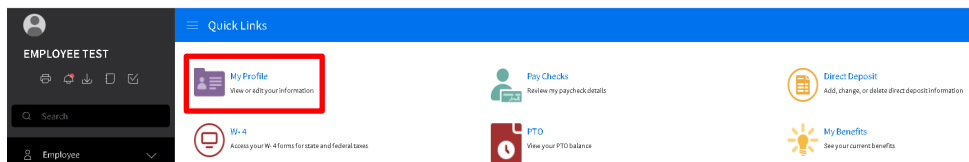
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- If you select “Update”, you are authorizing these changes.
- If you “Cancel”, your changes will not be processed.

[Update](#) [Cancel](#)

Updating Marital Status

- Click on My Profile



- Under Personal information section, click the dropdown box to update your Marital Status.

Personal Information

Gender

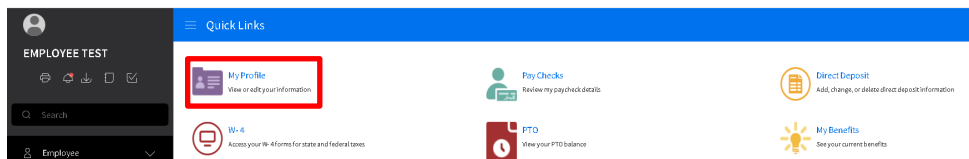
Ethnicity

Marital Status

- Click Save at the top right of the page.
- Enter an effective date for your Marital Status and click OK.

Updating Ethnicity

- Click on My Profile



- Under Personal information section, click the dropdown box to update your Ethnicity.

Personal Information

Gender

Ethnicity

Marital Status

- Click Save at the top right of the page.
- Enter an effective date and click OK.



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Updating Your Name

On your At A Glance screen, you'll see Change Name in the upper right hand corner.


EMPLOYEE TEST's Profile

Save Change Name ...

At A Glance

Work Assignments

Personal Information

EMPLOYEE TEST - TERM09999
employetest123@rush.edu

Pay Rate
0.000000

Enter the effective date of the name change.

Request To Change Name For EMPLOYEE TEST-97041

Effective Date *

Enter The Changes

Given Name(First)
EMPLOYEE

Middle Name

Family Name(Last)
TEST

Suffix

Marital Status
Married

Attachment

Description

Attach Supporting Document

Cancel Submit

Update only the fields that are changing.

****PLEASE LEAVE YOUR NAME IN ALL UPPER CASE****

If you already have an updated copy of your Social Security Card, you can attach it to this form.

****Please note that your name change will not be approved by Human Resources until an updated copy of your Social Security Card is received.**

Click Submit and your request will be routed to Human Resources for approval.

Request Leave

- Click on the **Work Assignments** tab
- In the Leave of Absence section click on Request Leave

EMPLOYEE TEST's Profile

Save Resignation ...

At A Glance

Work Assignments

Personal Information

Compensation

Talent Profile

Work Assignments

Print to File ...

| <input checked="" type="checkbox"/> | Primary | Organization Unit | Position | My Direct Supervisor | My Indirect Super... | Assignment T... |
|-------------------------------------|---------|-------------------|---------------------------|----------------------|----------------------|-----------------|
| <input checked="" type="checkbox"/> | Yes | 56200 | HR ASSOCIATE - FRONT DESK | HORTON, TERRI L. | | |

Leaves Of Absence

Print to File Request Leave ...

| <input type="checkbox"/> | Reason | Type | Begin | Completion Date | Status |
|--------------------------|----------------|-------------|----------|-----------------|-----------|
| <input type="checkbox"/> | Illness/Injury | Consecutive | 4/5/2022 | | Requested |
| <input type="checkbox"/> | Care of Child | Consecutive | 3/1/2022 | | Approved |



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- Enter a Reason and enter the Childbirth Date if the leave is care for a child
- Enter the Type and Beginning of Leave
- If this is a Work-Related Injury, please check the box
- Enter the Estimated Return Date and add the reason for the leave
- Select Submit

Request Leave- EMPLOYEE TEST-97041

Reason * Child Birth Date If your leave is care for a child, please provide the child's date of birth.

Type *

A conservative leave is continuous time away from work with a defined begin and end date.
Intermittent Leaves are not continuous and can be sporadic days. An Intermittent Leave can only be requested 6 months at a time. They are only valid under the FMLA.

Beginning Of Leave *

☐ Work Related Injury

Estimated Return

Reason for leave *

[Cancel](#) [Save As Draft](#) [Submit](#)

If you require any assistance **accessing the website** please contact the RUSH Copley IS Department at 630-978-4968. If we are on another call and do not answer, please leave a voicemail message including your name, number and a brief description of the problem.