RUSH

Rush Copley Medical Center

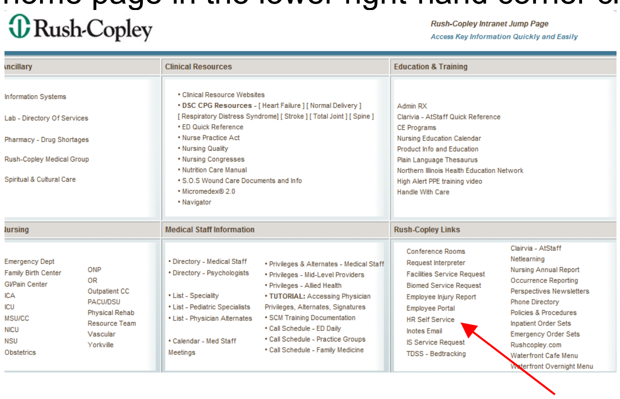
Employee Self Service

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

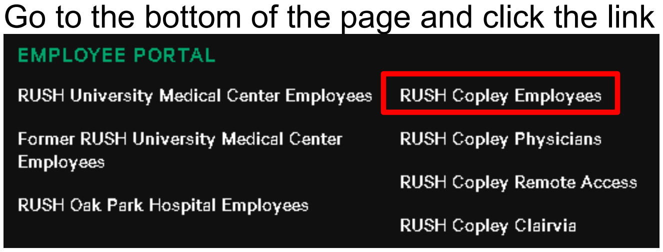
To access Employee Self Service while working on a hospital computer open Chrome and on the home page in the lower right-hand corner click on "HR Self Service"



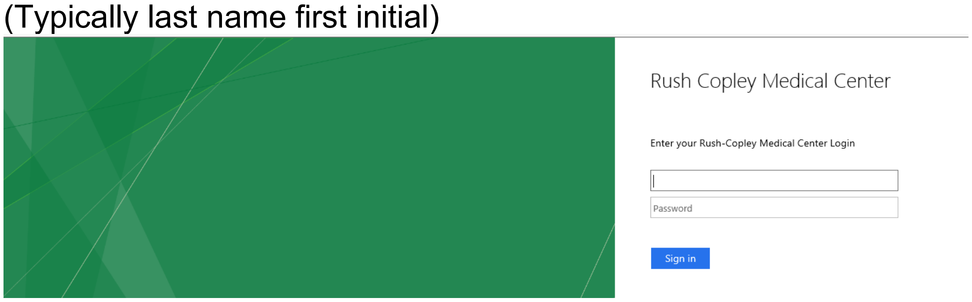
Accessing Employee Self Service from Home

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.

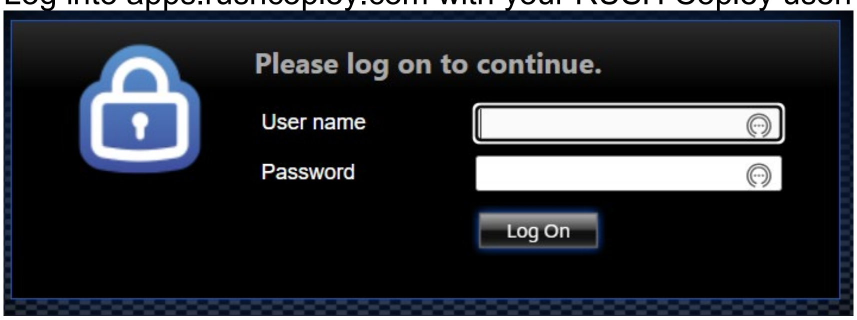
Quick Links

- HR Self Service - Inside the Hospital
- HR Self Service - Outside the Hospital
    - HR Self Service Resources
- eAppraisal
- NetLearning

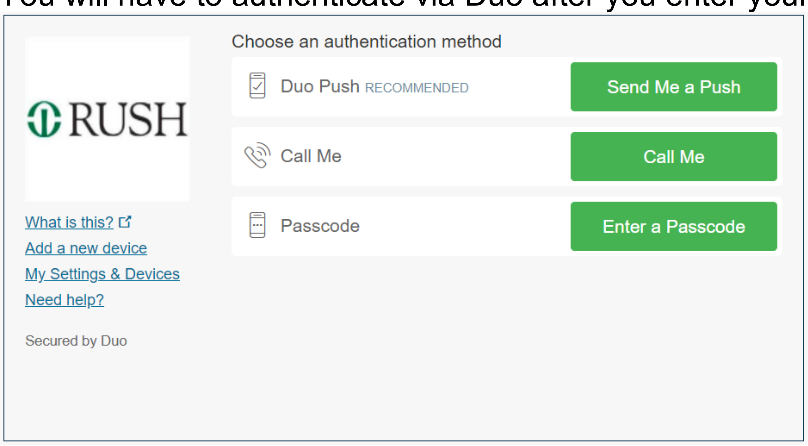
Example:
If you are at work, click the link that says "Inside the Hospital"
If you are at home, click the link that says "Outside the Hospital"

When clicking "Outside of the Hospital":

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

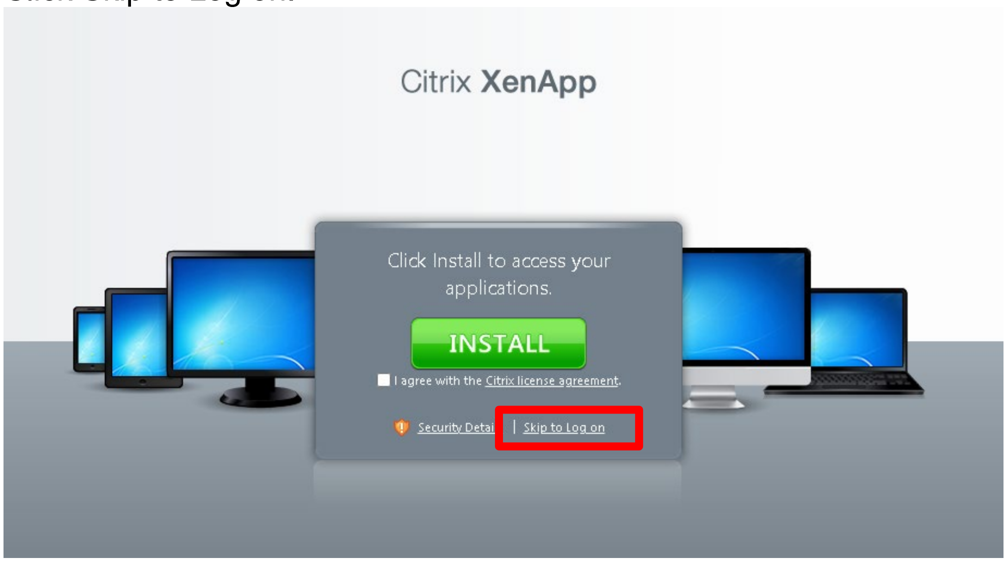


You will have to authenticate via Duo after you enter your password.

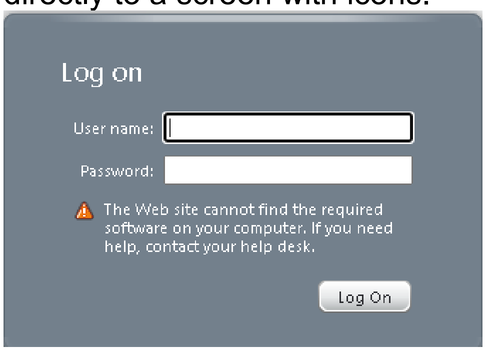


After you properly authenticate, you will see the Citrix XenApp below.

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.



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

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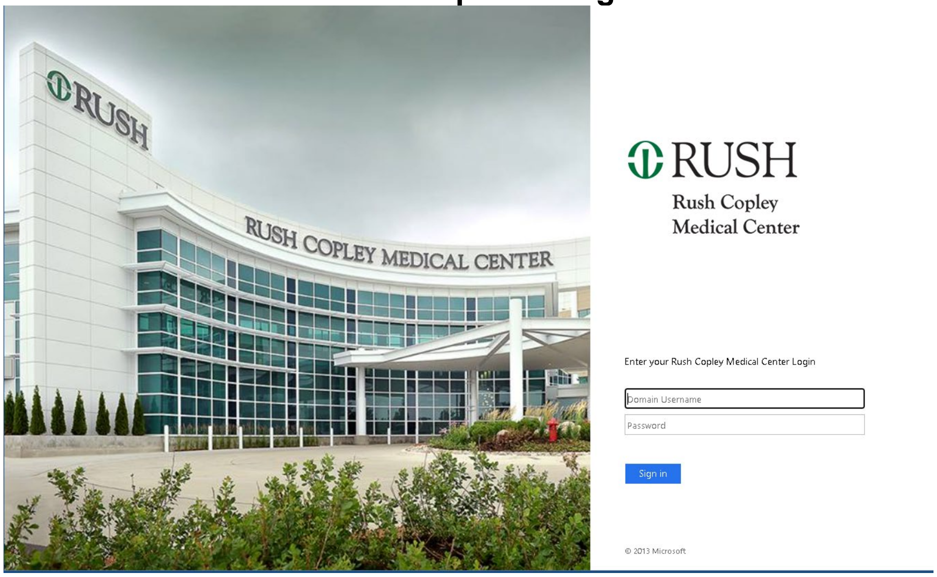
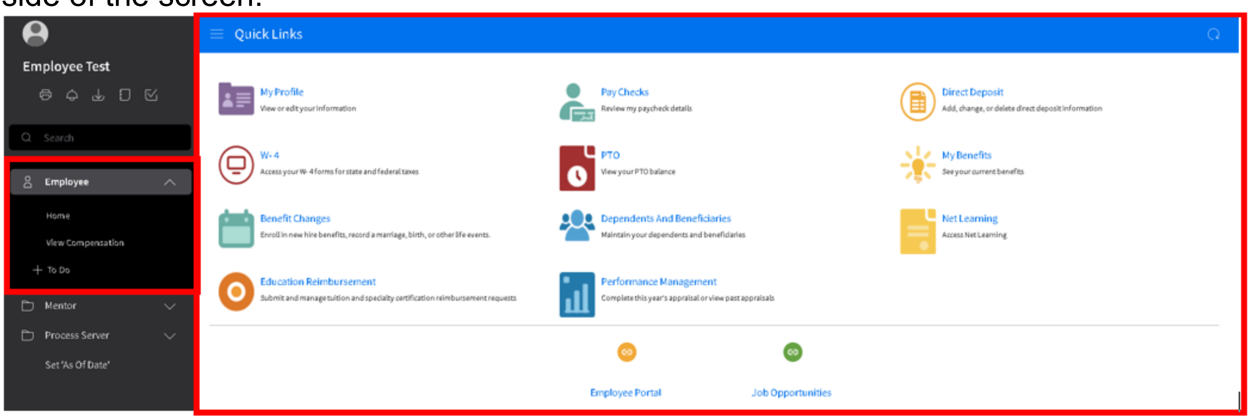
Inside and Outside of the Hospital – Log into HR Self Service:



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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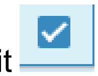
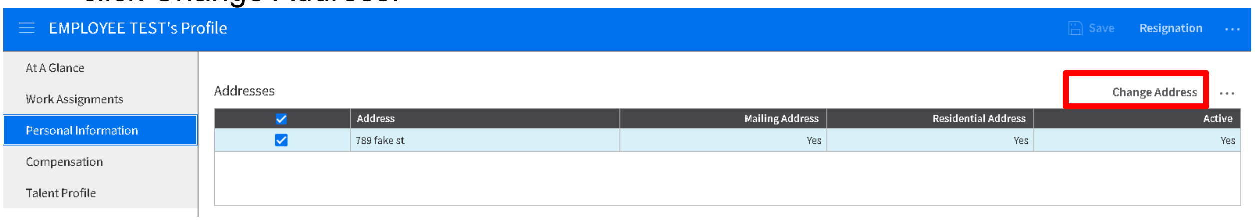
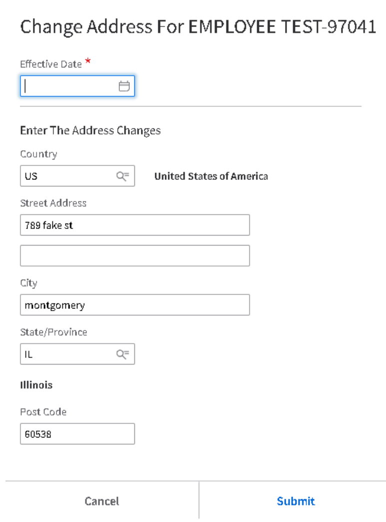
Updating Your Address

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.



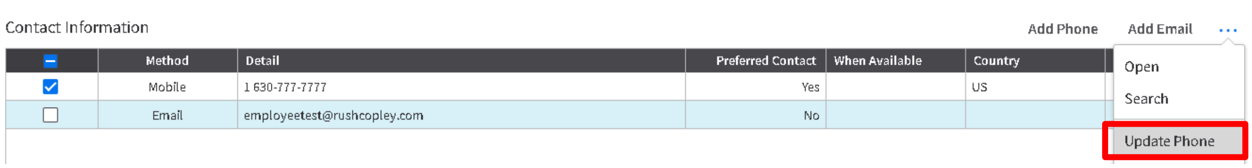
On the Change Address form:

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



On the Update Phone form:

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

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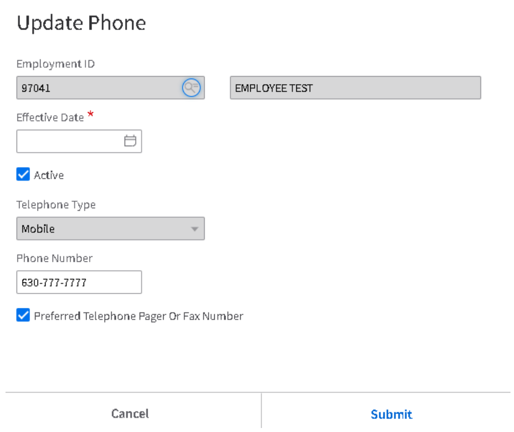
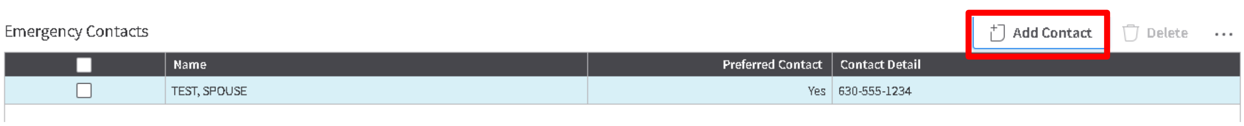


Add additional phone numbers by clicking Add Phone and complete the form.

Adding Emergency Contacts

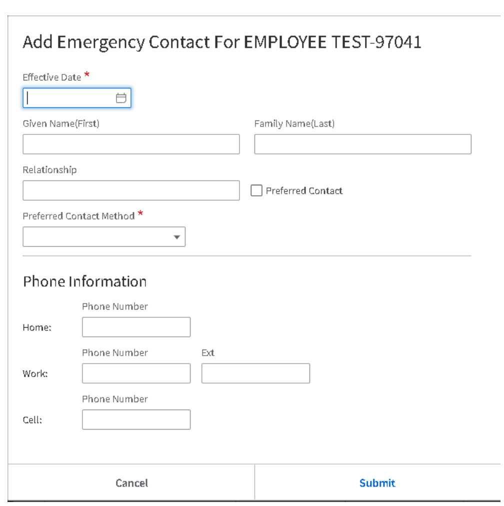
On the Personal Information tab of your employee profile:

- Scroll to the Emergency Contact section
- Click Add Contact



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



Updating Emergency Contacts

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

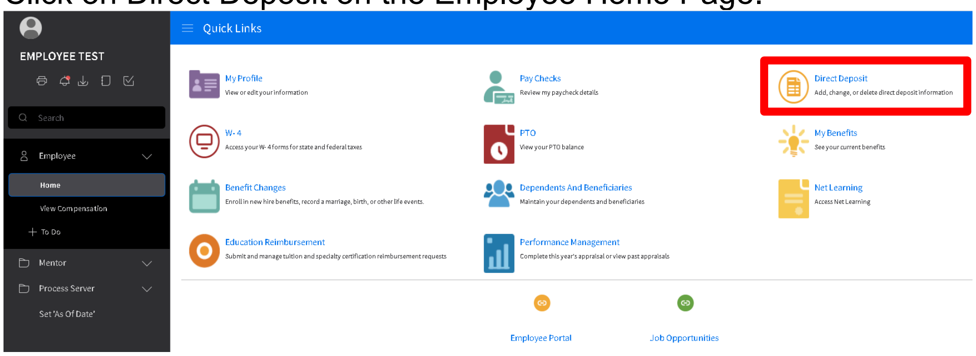
- Enter an Effective Date
- Update the contact information.

Click Submit.

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

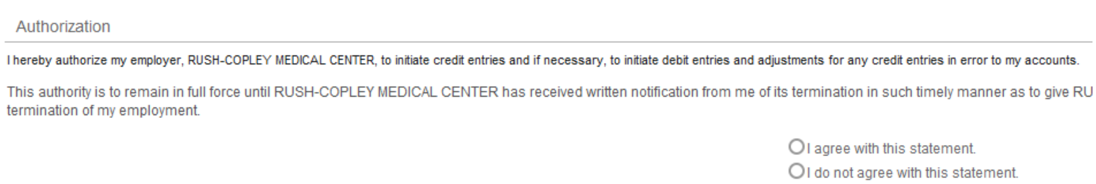
Direct Deposit

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

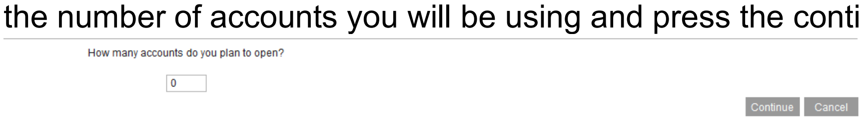


NOTE: You are only allowed 6 accounts in total

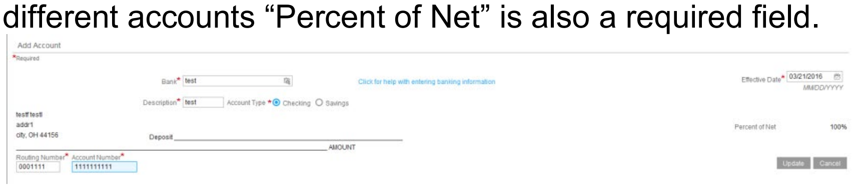
2. The first time you enter an account you must authorize "Rush Copley" to initiate credit entries, debit entries on your account. Click the "I agree with this statement"



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.



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.



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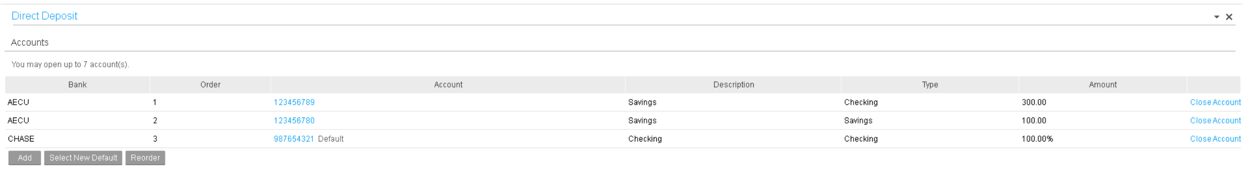
5. Once you have completed all the required fields press the Update Button

Update

<u>Updating/Closing Accounts</u>

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

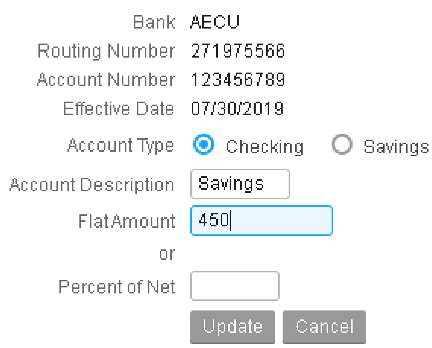
Accounts

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	123456780	Savings	Savings	100.00	Close Account
CHASE	3	987654321 Default	Checking	Checking	100.00%	Close Account

Add | Select New Default | Reorder

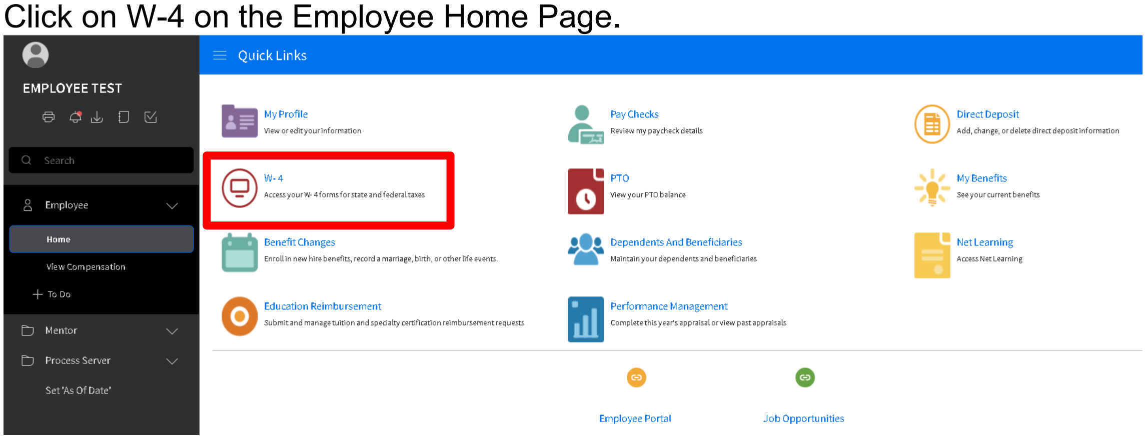
2. You are able to adjust the amount for any account by typing in the new amount and selecting update.



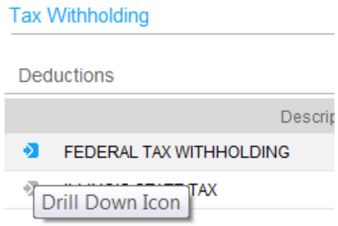
3. You will see the new amount listed. Changes made by Friday before payday should be effective on that check.
4. You can easily close an account, as well, by selecting the Close Account option at the end of the applicable account. A confirmation box will appear. Select OK. Your list will update and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

Tax Withholding

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



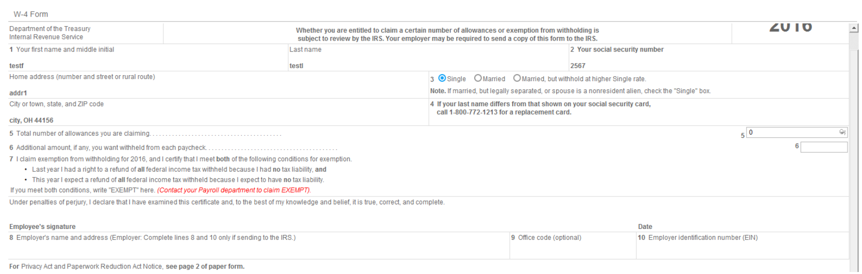
2. Left click your mouse button once on the Arrow next to the appropriate section/form



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.



W-4 Form

Department of the Treasury
Internal Revenue Service

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

2016

1 Your first name and middle initial: **testf** | Last name: **testl** | **2 Your social security number**: 2567

Home address (number and street or rural route): **addr1**

3 Single / Married / Married, but withhold at higher Single rate.

Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code: **city, OH 44156**

4 If your last name differs from that shown on your social security card, call 1-800-772-1213 for a replacement card.

5 Total number of allowances you are claiming 5 0

6 Additional amount, if any, you want withheld from each paycheck 6

7 I claim exemption from withholding for 2016, and I certify that I meet **both** of the following conditions for exemption.

- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
- This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

If you meet both conditions, write "EXEMPT" here. *(Contact your Payroll department to claim EXEMPT).*

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.

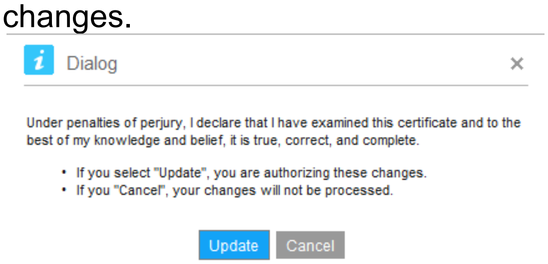
Employee's signature **Date**

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) | **9** Office code (optional) | **10** Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, **see page 2 of paper form.**

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.

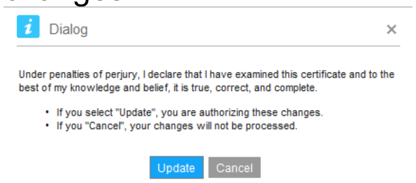


State Tax Withholding

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

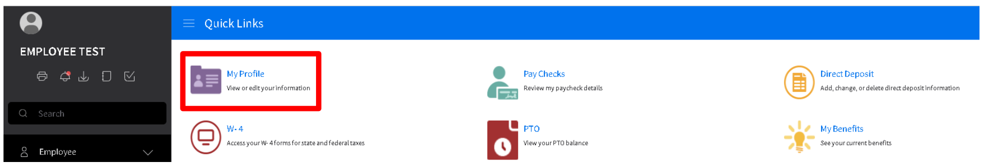
7. Once complete press the Continue button in the lower right hand corner of the screen

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



Updating Marital Status

1. Click on My Profile

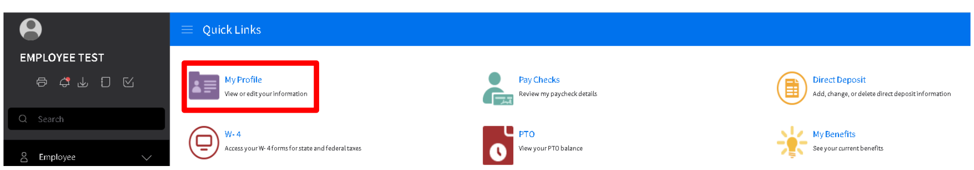


2. Under Personal information section, click the dropdown box to update your Martial Status.

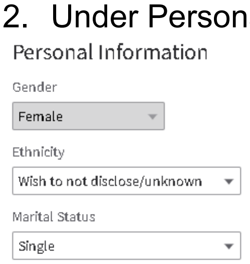
3. Click Save at the top right of the page.
4. Enter an effective date for your Marital Status and click OK.

Updating Ethnicity

1. Click on My Profile



2. Under Personal information section, click the dropdown box to update your Ethnicty.



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

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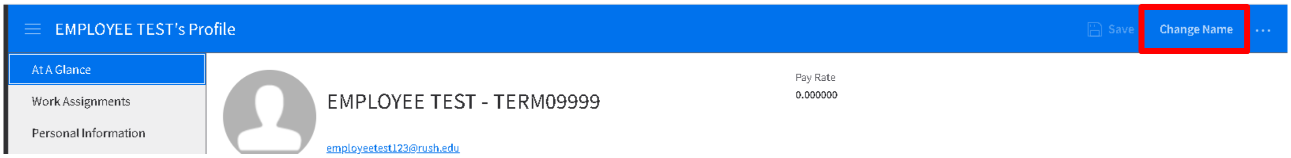
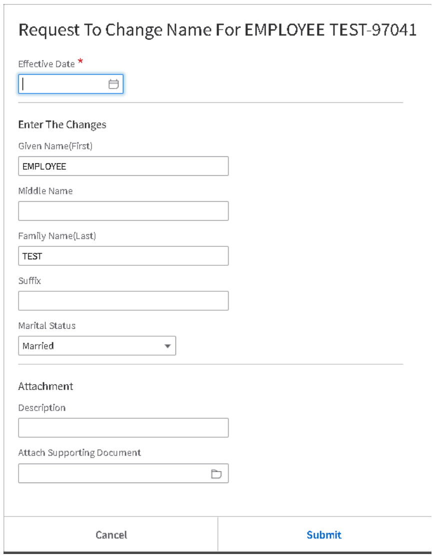
Updating Your Name

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



Enter the effective date of the name change.



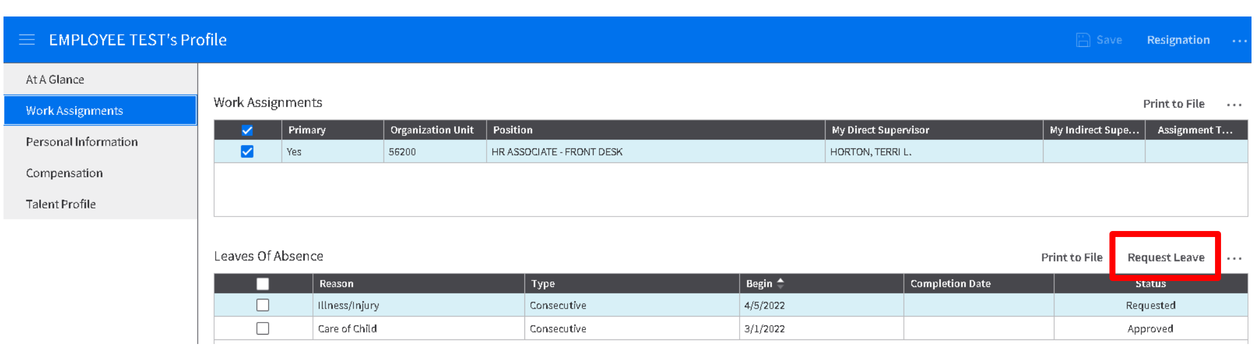
Update only the fields that are changing.
****PLEASE LEAVE YOUR NAME IN ALL UPPER CASE****

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



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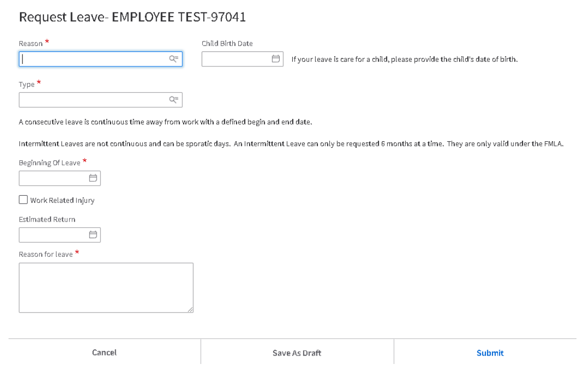
- Enter a Reason and enter the Childbirth Date if the leave is care for a child
- Enter the Type and Beginning of Leave
- If this is a Work-Related Injury, please check the box
- Enter the Estimated Return Date and add the reason for the leave
- Select Submit



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.