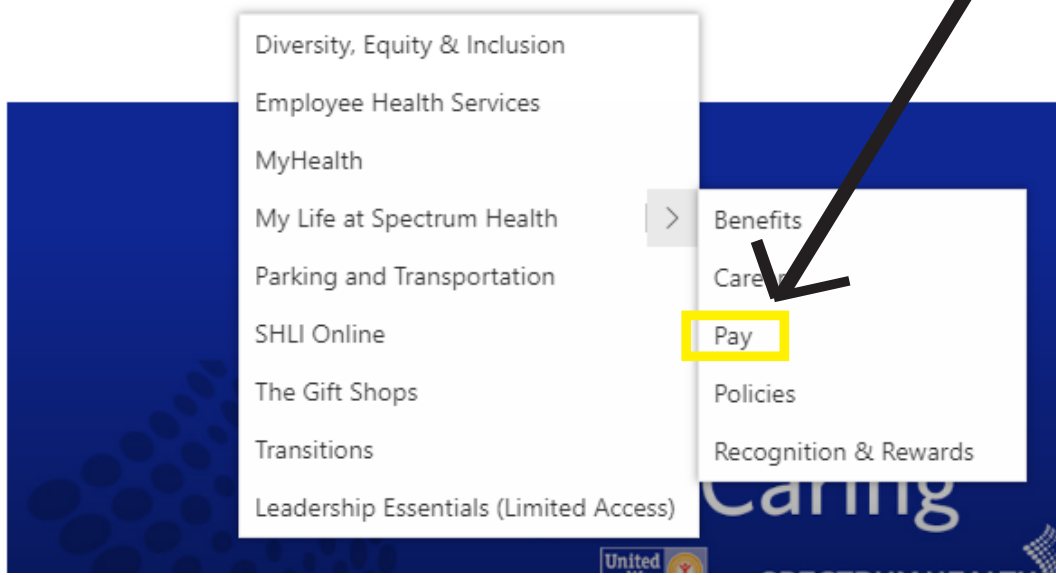


# HOW TO FIND YOUR EMPLOYEE NUMBER

## Step 1:

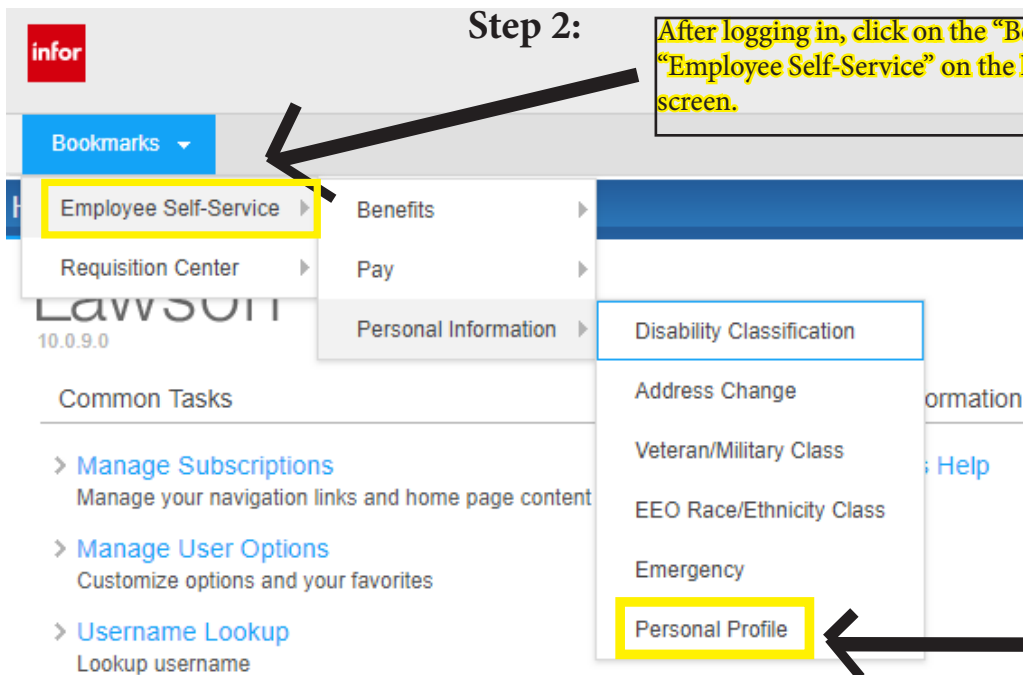
Open up InSite and click on the "Pay" tab under "Employee Center" and "My Life at Spectrum Health"

About Us ▾ Our Work ▾ Employee Center ▾ Tools and Resources ▾



## Step 2:

After logging in, click on the "Bookmarks" and "Employee Self-Service" on the left side of your screen.



## Step 3:

Click the "Personal Profile" link.

### Personal Information

Employee Name  
Preferred Name  
Social Number  
Birth Date  
Gender  
Ethnicity  
Disability  
Disability Type  
Marital Status  
Veteran Status  
Former Name  
Maiden Name  
Employee Number (highlighted with a yellow box)  
Language

## Step 4:

Here you will find your information with your 6 digit Employee ID number at the bottom