## 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 Diversity, Equity & Inclusion Employee Health Services MyHealth >My Life at Spectrum Health Benefits Parking and Transportation Car SHLI Online Pay The Gift Shops Policies Transitions Recognition & Rewards Jannig Leadership Essentials (Limited Access) United Step 2: After logging in, click on the "Bookmarks" and infor Employee Self-Service" on the left side of your creen. Bookmarks Employee Self-Service Benefits Requisition Center Pay Lavvsun Personal Information Disability Classification 10.0.9.0 Address Change Common Tasks ormation Veteran/Military Class Manage Subscriptions Help Manage your navigation links and home page content EEO Race/Ethnicity Class Manage User Options Step 3: Emergency Customize options and your favorites Click the Personal Profile > Username Lookup Personal Profile" link. Lookup username

## Personal Informatio

Employee Name Preferred Name Social Number Birth Date Gender Ethnicity Disability Disability Type Marital Status Veteran Status Former Name Maidon Namo Employee Number

Step 4:

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