## Human Resources

## Locate Employee ID in Workday

**NorthShore** 

Edward-Elmhurst HEALTH

## Job Aid Overview

This job aid provides step-by-step instructions for how to locate your 7-digit employee ID number in Workday.

Process Name: HCM

Audience: All

Date: Sept 2023

## Locate Employee ID

- 1. Log into your Workday account and click your user profile icon, in the upper-right.
- 2. Click View Profile.



3. All of your Job Details, including your ID, are listed.

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	Job Details			
3	Employee ID	1234567		
	Supervisory Organization	NorthShore Health System		
	Position	P100000 Job Title		
	Business Title	Job Title		
	Employee Type	Regular		
	Time Type	Full time		