

Rush University

# Basic Link Navigation for Employees

**Policy Development &  
Advocacy Committee**

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# Access Link via Inside Rush

1. Go to website [Insiderush.rush.edu/Pages/main.aspx](https://Insiderush.rush.edu/Pages/main.aspx)

**Inside Rush**

Search Inside Rush **GO**

← Intranet Home Departments Policies & Procedures ▾ Clinical Resources Human Resources **Link ▾** More at Rush ▾

**Tell Us What You Think – The 2021 Engagement and Safety Survey is Now Open**

The 2021 Engagement and Safety Survey will be open for four weeks, through Friday, Dec. 3. The Engagement and Culture of Safety Survey tells us what we're doing well and what we need to do better to foster a safe and engaging culture. T ... [Read More](#)

**Learn About Corporate**

**Ask Rush**

Submit a Question

**COVID-19 Info**

[COVID-19 Updates](#)

[COVID-19 Vaccination Info for Staff](#)

# Access Link via Inside Rush

2. Click on 'Link Transaction Site' to bring you to the Inside Rush link page <https://link.rush.edu/Pages/Default.aspx>

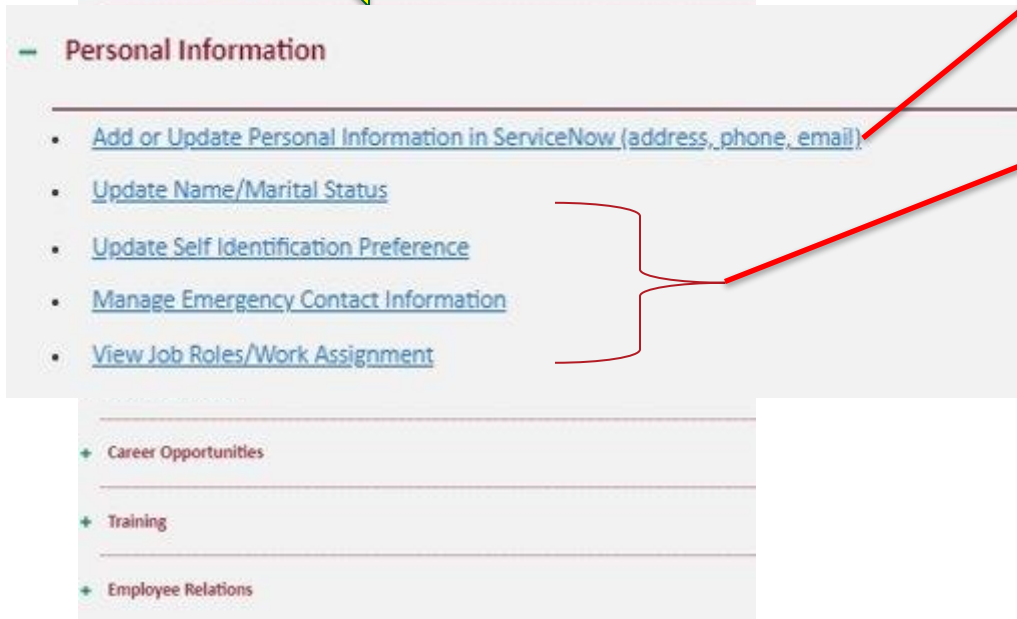
The screenshot displays the 'Inside Rush' website interface. At the top left, the 'Inside Rush' logo is visible, followed by the 'link' logo with the tagline 'Transforming our business systems'. Below this is a dark blue navigation bar with the following items: a back arrow, 'Link', 'Login to Link', 'Departments', 'Policies & Procedures' (with a dropdown arrow), 'Resources', 'Human Resources', and 'More at Rush' (with a dropdown arrow). To the right of the navigation bar is a search bar with the text 'Search the links on this page by typing in a single word:' and a green 'Search' button. Below the navigation bar is a purple header for a 'Bulletin'. The bulletin text reads: 'The Rush merit freeze is currently in effect, processing of certain HR transactions have been suspended from September 29 – November 15. All Requests submitted during the merit freeze will be processed after November 15. Managers may visit the Annual Merit Website for more information.' Below the bulletin are three columns of links, each with a purple header: 'Employees', 'Managers', and 'Purchase Requesters & Approvers'. Each column contains three links with a red plus sign icon and a dotted line below the text.

Employees	Managers	Purchase Requesters & Approvers
+ Personal Information	+ Direct Reports	+ Requisition & POs
+ Payroll/Time & Attendance	+ Compensation/Benefits	+ Labor Distribution
+ Leave of Absence	+ BI Dashboard – Reporting (Under Construction)	+ Accounting Information

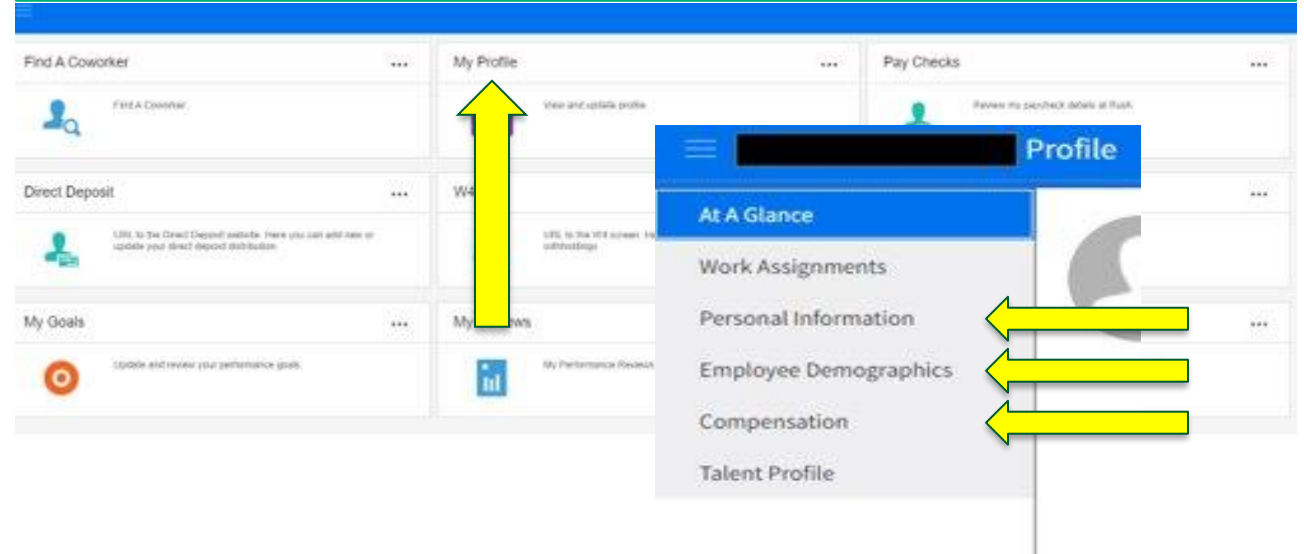
# Link Navigation for Employees: Personal Information



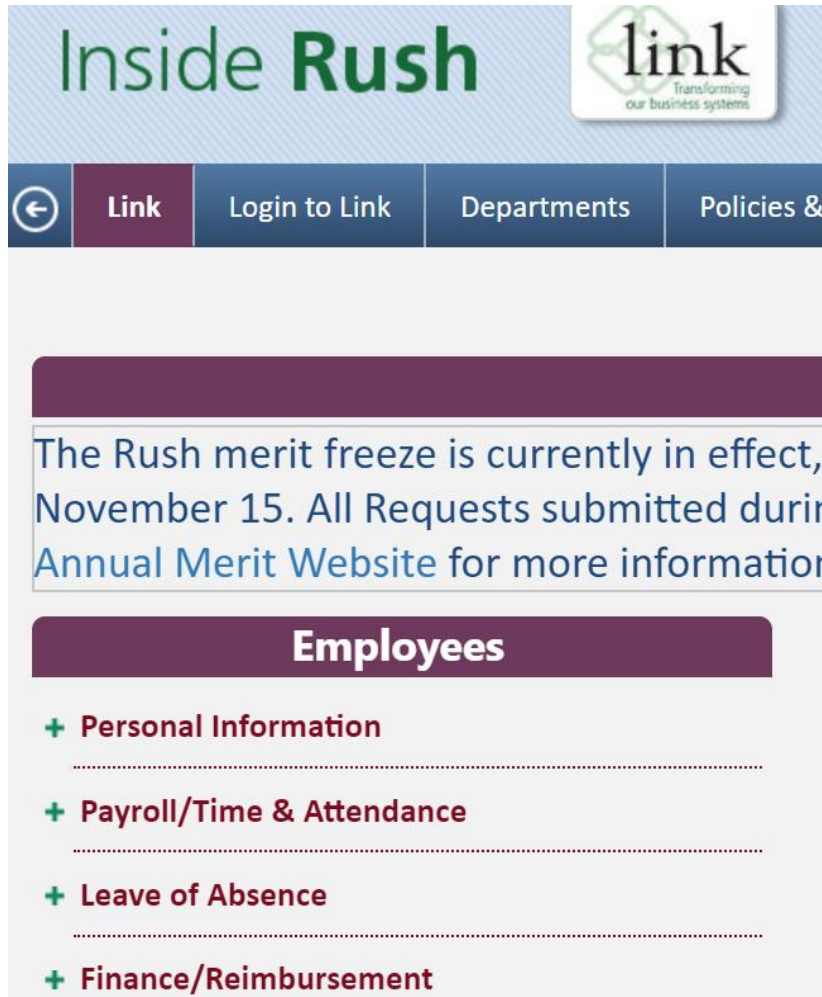
This information helps Rush better alert you in case of emergency and ensures Rush business functions can operate smoothly. You can indicate your preferred name that will be displayed to co-workers, patients, etc.



The remaining 4 links brings you to your personal employee profile where you can update further personal information.



# Link Navigation for Employees: Payroll/Time & Attendance



The screenshot shows the 'Inside Rush' portal interface. At the top left is the 'Inside Rush' logo. To its right is the 'link' logo with the tagline 'Transforming our business systems'. Below these is a navigation bar with a back arrow, 'Link', 'Login to Link', 'Departments', and 'Policies &'. A purple banner below the navigation bar contains the text: 'The Rush merit freeze is currently in effect, November 15. All Requests submitted during Annual Merit Website for more information'. Below the banner is a purple button labeled 'Employees'. Underneath the button are four menu items, each with a plus sign and a dotted line below it: '+ Personal Information', '+ Payroll/Time & Attendance', '+ Leave of Absence', and '+ Finance/Reimbursement'.

## — Payroll/Time & Attendance

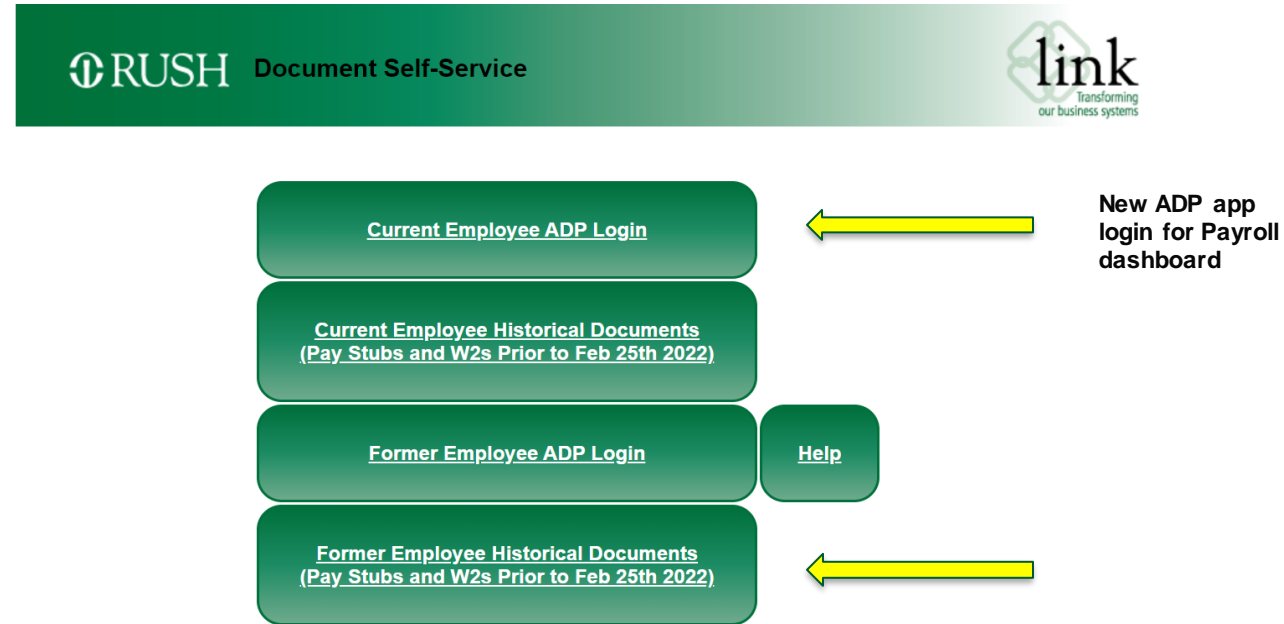
- [Review Paycheck Online](#)
- [View Paychecks Issued Before April 30, 2016](#)
- [Manage Direct Deposit Information](#)
- [Adjust Tax Withholding \(W4 Information\)](#)
- [Review Paid Time Off \(PTO\) Balance](#)
- [View Pay Schedule for 2021](#)
- [View Pay Schedule for 2022](#)
- [Access My W2](#)

# Link Navigation for Employees: Payroll/Time & Attendance

## ➤ Review Paycheck Online

### – Payroll/Time & Attendance

- [Review Paycheck Online](#) ←
- [View Paychecks Issued Before April 30, 2016](#)
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- [View Pay Schedule for 2021](#)
- [View Pay Schedule for 2022](#)
- [Access My W2](#)



This is Rush's Document Self-Service page where you can receive your documents via the web and/or ADP App.

Primary Documents Include: W-2 and Payroll Statement

# Link Navigation for Employees: Payroll/Time & Attendance

## Payroll/Time & Attendance

- [Review Paycheck Online](#)
- [View Paychecks Issued Before April 30, 2016](#)
- [Manage Direct Deposit Information](#)
- [Adjust Tax Withholding \(W4 Information\)](#)
- [Review Paid Time Off \(PTO\) Balance](#)
- [View Pay Schedule for 2021](#)
- [View Pay Schedule for 2022](#)
- [Access My W2](#)

## Remaining Payroll/Time & Attendance Links

- **Manage Direct Deposit:** Add or remove Financial Institutions and manage the percentage of your electronic payment directly into your bank account.
- **Adjust Tax Withholding:** Adjust your tax withholding in order to have just the right amount withheld
- **Review Paid Time off (PTO):** This will tell you your balance of vacation days that have been accrued.
- **View Pay schedule for 20##-** Provides a PDF document of the RUMC/ROPH 20## Bi-Weekly Payroll Schedule
- **Access My W2:** Additional link to your W-2 tax form which shows important information about the income you've earned from your employer, amount of taxes withheld from your paycheck

# Link Navigation for Employees: Benefits

- Benefits
- [View Tuition Reimbursement Information](#)
- [View or Make Changes to 403\(b\) Account](#)
- • [Make Changes to Health and Retirement Benefits](#)
- [Learn About Employee Assistance Program](#)
- • [Visit RUMC HR In Touch/Benefit Focus](#)
- [Visit ROPH HR In Touch/Benefit Focus](#)
- [Access the Employee Discount Program \(PerkSpot\)](#)

## Benefits

- **Tuition Reimbursement:** This link describes an overview of Rush's employee enhancement program. Please contact Employee Service Center to obtain forms and further information
- **403(B) Account:** This link will bring you to you to your Financial Service Corporation i.e. Fidelity Investments where you can create a login and view or edit your 403(B)
- **Health Benefits/Vist RUMC HR in Touch/Benefit Portal:** This link will bring you your secure Rush Benefit Portal, Benefitplace. Changes to your benefit usually occur in the fall. *(Note: Link for ROPH HR in Touch/Benefit will not work unless you are employed by ROP)*
- • **Employee Assistance Program:** These links will bring you to our RUSH WELLNESS page where you can access tools or make appoints to obtain highly innovative, evidence-based solutions that will positively impact you and our community
- **PerkSpot:** This link will bring you to the login page for PerkSpot. A resource for personalized discounts, savings, and rewards for employees.



# Link Navigation for Employees: Performance

## Performance

- [Create and Manage Goals](#)



## Performance

**Manage Goals:** Employees are required to have a yearly formal review conducted by a supervisor using the Info HR Management Talent Platform. Work with your supervisor to create and manage annual performance goals for the Rush University Annual Performance Review.

*HR-C 01.00 - Employee Performance Management policy*

# Link Navigation for Employees: Training

## — Training

- [View Link Training and Job Aids for Employees](#)
- [View Epic Training](#)
- [Rush Learning Hub](#)
- [View LEAP Online \(Non-Rush Employees\)](#)

## Training

- **Training & Job Aids:** This link has various tools to assist managers and staff with various trainings
- **Epic Training:** A guided explanation for the types of epic training and how to register for epic training. If applicable, please work with your manager to register you for the appropriate training
- **Rush Learning Hub:** A platform designed to implement online course work, required trainings and departmental trainings.

# Thank you.