Access Link via Inside Rush

1. Go to website [Insiderush.rush.edu/Pages/main.aspx](http://Insiderush.rush.edu/Pages/main.aspx)
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](https://link.rush.edu/Pages/Default.aspx)
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 Rush merit freeze is currently in effect, effective November 15. All Requests submitted during this time will be handled as Annual Merit Website for more information.

Employees

- Personal Information
- Payroll/Time & Attendance
- Leave of Absence
- 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**
  - 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

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

Remaining Payroll/Time & Attendance Links

- **Manage Direct Deposit**: Add or remove Financial Intuitions and manage the percentage of your electronic payment directly into your back 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 balanced 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-@ 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**
  - 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 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.

- **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)**
Link Navigation for Employees: Performance

**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.