

Concur User Name

How to find my Employee Number



What is my Employee ID?

TeamHealth uses a system called Lawson to store employee information such as name and address. Every employee in Lawson has a unique employee ID number. For the Concur User Name, it is a combination of 1+EmployeeID@teamhealth.com. For example, if your employee number is 222333 then your Concur User Name is 1222333@teamhealth.com.

Where can I find it?

The easiest place to find your employee number is on a pay stub. Your pay stub might not look exactly like this but it will have a place for employee number.

Name	Social Number	Employee Number	Process Level	Department	Period End
[REDACTED]	[REDACTED]	222333	TH101	SHE3	11/04/2011

What if I don't have access to my pay stub?

- If you have access to TeamHealth's network, you can login into the Employee Self Service system which is an application of Lawson found on the TeamNet or;
- Contact your Human Resources Representative or;
- Contact your Direct Supervisor