Good Afternoon xxxxxxx,

**Welcome to JHU**

I hope this email finds you well. Your JHED ID is xxxxxxxxx and your JHU email address is [xxxxxx@jh.edu](mailto:xxxxxx@jh.edu) . You can now go to [my.jh.edu](file:///C:\Users\ebowen2\Documents\Welcome%20information\my.jh.edu), Create Account, and set up your account. After that you will have access to your ESS portal.

**Employee Self Service (ESS)**

Using Employee Self Service, you'll easily be able to:

* Update your permanent address
* Update your emergency contact information
* View your personal data and work addresses
* Update your direct deposit information
* Make changes to your tax withholding information
* View your pay statements
* View personal email address on record. Updates can be made directly in <my.jh.edu> by selecting myProfile.

If you have HR or Payroll questions you should contact,

**HR/Payroll Shared Services** at 443-997-5828

Monday- Friday 8:30-5:00 Eastern Standard Time

If you have pre- approved travel in your appointment, when submitting for reimbursement you should include all receipts, an explanation of the travel, and a copy of the approval for travel (email is fine) from your sponsor.

**Concur Portal**

When booking travel and submitting travel expenses for reimbursement for NIST approved travel expenses you will use the Concur portal that is in [my.jh.edu](file:///C:\Users\ebowen2\Documents\Welcome%20information\my.jh.edu)

I’ve attached information that will help aide you through the process. If you have technical issues with Concur Expense, please click on “Support” in the upper-right hand corner of the Concur screen. Once you complete the required information, a ticket will be logged with SAP Concur or you can email them directly at [jhtravel@jhu.edu](mailto:jhtravel@jhu.edu) . If you’re having technical issues with Concur Travel, Concur is supported by World Travel Inc. and the Johns Hopkins dedicated agent team is reachable at 888-433-2556 (484-348-6310 outside the U.S.) or [jhutravel@worldtravelinc.com](mailto:jhutravel@worldtravelinc.com) during the days and hours of M-F 8a – 8p ET.