

PAYROLL AND COMPENSATION INFORMATION

To review or make changes to your payroll or compensation information, click on the [Payroll and Compensation Home](#) link, and then choose the type of information to review or change.

Payroll and Compensation Home

Payroll

[View Paycheck](#)
View your current and prior earnings statements on-line.
**Note: Your pay advice may post for viewing in advance of your actual pay date. However, funds will not post to your account until the check date noted on your pay advice.*

[Direct Deposit](#)
Review and edit your direct deposit accounts.

[Voluntary Deductions](#)
Review and edit your voluntary deductions.

Taxes

[W-4 Tax Information](#)
Review and edit your federal tax withholding exemption and amount.

[W-2 Reissue Request](#)
Request a reissue of your W-2 statement.

Reviewing and Printing Your Paycheck

Effective June 1, 2007 the SPSU Payroll Office will no longer print and send your paycheck advice to you. Employees can review current and prior period advices using Employee Self Service. If you need a hard copy for any period, you can use the [Print-Friendly Paycheck](#) button and print a copy using the button on your browser's tool bar.

Need Help?

- Online Help** is available from 7 am to 11 pm 7 days a week.
- Contact the **Human Resources** office if you experience technical problems during business hours.

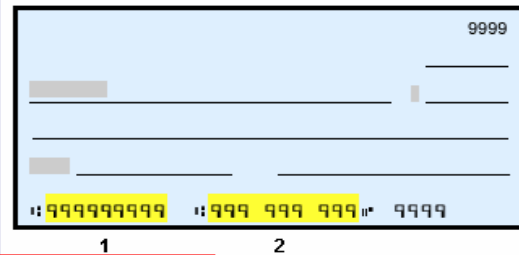
Reviewing and Changing Your Direct Deposit

Account Type	Routing Number	Account Number	Deposit Type	Amnt/Pct	Deposit Order		
Checking	061000227	0123456789	Percent	100%	200	Edit	Delete
Checking	061000227	0123456789	Balance		999	Edit	Delete

[Add Account](#) You MUST have an account row with a "Deposit Type" of Balance in order to make any changes to your Direct Deposit information. If a balance row does not exist, please add one row. The Balance row cannot be deleted!

The Balance row can be edited to reflect new account information, but cannot be deleted.

Check Example (Do Not Use a Deposit Slip)



- 1 - Routing Number
- 2 - Account Number

Direct Deposit

Change Direct Deposit

Bill Test

*Account Type:

*Deposit Type: [Direct Deposit Help](#)

Amount/Percent:

Routing Number: [View check example](#)

Account Number:

Deposit Order: (example: 100 = first account processed)

* Required Field

Use the [Direct Deposit Help](#) link for more detailed information on each of the fields on this page.

Southern Polytechnic State University

Employee Self Service Quick Reference Guide



Welcome to Employee Self Service!

Employee Self Service is your personal guide to your personal information. Self Service allows you to manage your personal information without the need for emails and phone calls to Human Resources or Payroll.

User ID:

Password:

[Sign In](#)

[Forgot My Username or Password](#)

[Register For My Account](#)

Access Employee Self Service

Go to <http://www.spsu.edu/hr/HRSelfService.html> to access Employee Self Service.

Registering for Employee Self Service

If you are new to Employee Self Service, you need to create an account using the [Register For My Account](#) link. You need the following information to complete self-registration:

- **Identification:** Date of Birth, last 4 digits of SSN, Zip Code
NOTE: If you have multiple employee ID numbers, such as a rehired retiree, you **must** register an account **for each employee ID number**.
- **User ID:** Minimum 6 characters, maximum 30 characters
- **Password:** 8 characters, at least 2 digits, no special characters

Logging into Employee Self Service

Use the **User ID** and **Password** you created when you registered. You have four grace tries to log into Employee Self Service. After five tries, you will be locked out of the system and your security administrator will have to reset your access to the system.

- **NOTE:** Your Password will automatically expire after 180 days. You must then reset your Password to a new one that has not been previously used.

Forgotten your User ID or Password? You can reset them using the [Forgot My Username or Password](#) link.

My System Profile

Your System Profile is where you can set up your personal preferences, such as passwords, email, and language. Any Employee Self Service email confirmations will be sent to the [Business](#) Email Address you set up here.







Use the [My System Profile](#) link to review and change your general profile information.

PERSONAL INFORMATION

To review or make changes to your personal information, click on the [Personal Information Home](#) link, and then choose the type of information to review or change.

Personal Information Home

-  **Personal Information Summary**
Review and edit your name, address, phone numbers, email, and emergency contact information on one page.
[Personal Information Summary](#)
[Marital Status Change](#)
[Name Change](#)
-  **Emergency Contacts**
Review and edit your emergency contacts.
[Emergency Contacts](#)
-  **Contact Information**
Review and edit your home, mailing, and email addresses.
[Home/Mailing Addresses](#)
-  **Phone Numbers**
Review and edit your home, business, mobile or other phone numbers.
[Phone Numbers](#)

Changing Your Name

After you submit your name change in Employee Self Service, you also need to provide a copy of your new Social Security card with your new name to your Human Resources office before the change can be approved.




Changing Your Marital Status

After you submit your marital status change in Employee Self Service, you also need to provide a copy of the supporting marriage certificate, divorce decree, or death certificate to your Human Resources office within 31 days of the effective date of the change.

BENEFITS INFORMATION

To review your benefits information, click on the [Benefits Home](#) link, and then choose the type of information to review.

Benefits Home

-  **Benefits Information**
Review your current and historical benefits information, including Health, Life Insurance, and Flexible Spending Accounts.
[Benefits Summary](#)
-  **Flexible Spending Accounts**
Review dependent care and health care spending account plan information.
[Flexible Spending Accounts](#)
-  **Dependent Information**
Review personal information and benefits coverage for your dependents.
[Dependent Personal Information](#)
[Dependent Coverage Summary](#)

Reviewing Your Benefits Summary

The Benefits Summary page provides a listing of your benefits as of today's date.

Click on the individual links, ([Medical](#), etc.) to display a separate page containing more detailed information for each enrolled Benefit.

Reviewing Your Flexible Spending Accounts

The Flexible Spending Account page shows information for the current calendar year. Your annual pledge amount(s) and the year-to-date amount(s) contributed are shown here.

Reviewing Your Dependent Information

The Dependent Coverage Summary page provides a list of your current dependents, their benefit coverage, and their contact information as of today's date.