



EMPLOYEE SELF SERVICE FREQUENTLY ASKED QUESTIONS

1. What is Employee Self Service?
 - Creighton University Employee Self Service is a tool to show employees their personal information, such as compensation, tax withholding, home address, and spouse and dependent information.
2. Who can use Employee Self Service?
 - Any individual paid as an employee by Creighton University.
3. What is required to access my information?
 - Your Net ID
 - Your Blue Password

NOTE: The very first time you access Employee Self Service, you will also need to enter a second user name and password.

At the Oracle login screen type your **NetID** in the Username field

In the Password field, type **doit@xxxx** (xxxx is the last 4 digits of your social security number)

Click **Apply**

If you have issue with logging in for the first time, please contact Dolt Helpdesk at 280-1111, option 3.

4. What if I don't have personal computer access?
 - Check with your departmental manager to see if a computer is available in your area for use viewing your information.
 - Rigge, Swanson, Harper Center, Reinert Alumni Library, Skutt Student Center, Health Sciences Library, and the Human Resources department have public computers available for use in viewing your information.
 - Any public access computer on Creighton Campus has access to Self Service.
5. What is the web address for access to Creighton Employee Self Service?
 - <http://www2.creighton.edu/hr/selfservice>
6. Is using Employee Self Service required?
 - Payslips will only be available to view online via Employee Self Service to support Creighton's efforts to enhance sustainability. We will no longer be printing pay slips starting in November 2009.
7. Where can I find help for navigating through the Creighton University Employee Self Service?
 - See <http://www2.creighton.edu/hr/selfservice/>
 - Select Self Service Quick Guide under the Employee Self Service Tips for instructions.
 - Select Instructional Slides under the Employee Self Service Tips for a detailed presentation on how to use self service.



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8. Is using Self Service secure?

- The security features for Self Service are standard with other industries and approved by ORACLE, our Human Resource/Payroll System. When you click the log on link, all communications as well as your username and password are encrypted (made unreadable) using Secure Sockets Layer (SSL) technology.

9. Will the Oracle system timeout after a period of inactivity?

- Yes, for security purposes, self service will time out after 10 minutes of inactivity.

10. What can I view in Creighton University Oracle Employee Self Service System?

- Your personal information including: name, address, phone number, and spouse and dependent names.
- Your sick and vacation hours balances
- Your Payslips
- Your tax withholding information
- Your W-2 statements

11. Does the Oracle Self Service System limit the number of unsuccessful log in attempts?

- Yes, after five attempts, the system will not allow you to continue.
- If you are locked out of the system contact the Creighton University Help Desk at 280-1111, option 3 for assistance.

12. Can I change my existing information in Creighton Employee Self Service?

- Yes, you have the ability to update your address and phone numbers.
- Click **update** to update your phone or address information on the Personal Information screen.
- To change payroll related information, please contact payroll at 280-4017.

13. What if I need to change my Blue password?

- Logon to AMI system to change your Blue password.

14. Can I view my W-2 information and past W-2's?

- Yes, you can view past years W-2s by clicking on the Employee W-2 screen.

15. When are payslips available for viewing?

- Payslips are available as of the pay date. You can also view your past payslips.

16. Can I see my tax and benefit deductions?

- Yes, you can view your deductions on the Payslip screen.

17. Can I see my sick and vacation hours earned/accrued?

- Yes, by viewing your payslip, you can see your sick and vacation hours earned for the pay period and see your balances under the Accrual Section.

18. Can I download a W-4 State and/or Federal Withholding Form?

- Download from self service via the Tax Form screen.
- Print the form, complete it.
- Forward to Payroll Department.

19. Can I change my direct deposit bank information using Self Service?

- No, you need to complete a Direct Deposit form and submit it to Payroll.

Go to this website:

[Direct Deposit Form](#)