Logging In

1. Open a web browser
2. In the address field, type http://www2.creighton.edu/hr/selfservice; depress **Enter**
3. Click the link **Log on to the Employee Self Service site**
4. If you receive a security alert message, click **Yes**
5. The HR Self Service Login page will appear
6. In the User Name field, type your **NetID**
7. In the Password field, type your **Blue Password**; click **OK**

NOTE: The very first time you access Employee Self Service, you will also need to enter a second user name and password. For any subsequent access to the application you will only need to follow steps #1-7 as listed above.

8. At the Oracle login screen type your **NetID** in the Username field
9. In the Password field, type **doit@xxxx** (xxxx is the last 4 digits of your social security number)
10. Click **Apply**

Information Available

The following information can be viewed within HR Self Service. Refer to the appropriate section to learn more about each area. To access each category of information, click the appropriate link. When finished viewing information, click the **Home** link to return to the main menu.

- Personal Information
- Payslip
- Tax Form
- Employee W-2

Personal Information

By clicking the link titled **Personal Information**, you will be able to view the following information about yourself.

Basic Details

- Full Name
- Marital Status
- Date of Birth
- Employee Number
- Organization Email Address

Phone Numbers

Includes the phone numbers provided to Human Resources.

Main Address

Includes the permanent address provided to Human Resources.

Update Information

Faculty/Staff/Students have the ability to make address and phone number changes in Self Service. Click **update** to update your phone or address information on the Personal Information Screen.

Spouse and/or Dependents

Includes the name and relationship of each individual that you have previously designated as a spouse or dependent.

Payslip

By clicking the link titled **Payslip**, you will be able to view all your payslips back to January 1, 2007. From the Choose a Payslip drop down arrow, select a **payslip** to be viewed; click **Go.** The following information can be viewed:

- Employee – your name
- Job Title – includes your level/grade and title
- Hire Date
- Assignment Number
- Payroll – indicates monthly or biweekly paid
- Employee Address
- Organization – includes org number and description

Pay Period and Salary

Includes the Pay Period, Payment Date, Pay Begin Date, Pay End Date, and Pay Rate. Pay Rate displays the annual rate if paid monthly or the hourly rate if paid biweekly.

Summary Includes both Current and Year to Date Gross income, Pre-Tax deductions, Taxes taken, other Deductions, and Net Pay.

Hours and Earnings

Includes the Current Hours and Amount as well as the Year to Date Hours and Amount for your Regular Salary, Holiday Pay, Sick Pay, and Vacation Pay.

Pre-Tax Deductions

Includes the Current and Year to Date deductions taken from your paycheck before taxes.

Taxes

Includes the Current and Year to Date taxes taken from your paycheck.

After-Tax Deductions

Includes the Current and Year to Date deductions taken from your paycheck after taxes.

Accruals

Includes the current accrual for the pay period as well as the balance of Sick, Holiday, and Vacation time.

Tax Withholding Information

Includes the State and Federal withholding information based on the most recently completed W-4 form that is on file in the Payroll office.

Net Pay Distribution

Includes the direct deposit bank account information.

Tax Form

By clicking the link titled **Tax Form**, you will be able to view the Federal W-4 information you currently have on file in the Payroll office.

To change the Federal W-4 information, complete the following steps:

1. Click the **Update** button.
2. Make the appropriate adjustments to **Filing Status, Allowances**, and **Additional Amount Withheld**.
3. If you qualify for Exempt status, click the **Exempt** checkbox in the Exempt from Withholding section.
4. Click the **I Agree** checkbox under the Agreement section.
5. Click **Continue.**
6. If you receive a File Download prompt, click **Open**.
7. The revised W-4 will appear.
8. Click the **Print** icon.
9. Make the appropriate print selections from the Print dialog box that appears; click **OK**.
10. Sign the form.
11. Walk or mail the revised W-4 to Payroll.

To change the State W-4 information, complete the following steps:

1. Click the appropriate state **Withholding Form (PDF)**.
2. If the File Download screen appears, click **Open**.
3. Complete the form online.
4. Print the W-4 by clicking the **Print** icon.
5. Sign the form.
6. Walk or mail the revised W-4 to Payroll.

Employee W-2

Provides your year-end tax information.

- If the File Download screen appears, click **Open** to view the most recent W-2.
- If you wish to view another W-2 statement, select the statement from the drop down list and click **Go**.
- To print the displayed W-2, click the **Print** icon.

Logging Off

1. Click **Logout** on any of the screens
   -OR-
2. When on the Home page, click the **Exit** button at the top of the screen

NOTE: It is especially important if you are using a public computer or one that others have access to that you log off the application so others cannot view your information.