Employee Self Service

Creighton University
Introduction

- Employee Self Service allows you to view the following information about yourself:
  - Personal Information
  - Payslips
  - Tax Forms
  - Employee W-2
Logging In

- Open a web browser
  - In the address field, type http://www.creighton.edu/hr/selfservice
  - Depress Enter
- Click the link Log on to the Employee Self Service site
  - If you receive a security message, click Yes
- The login page will appear
  - In the User Name field, type your NetID
  - In the Password field, type your Blue Password
  - Click OK
1st Time Logging In

The very 1st time you log in, you will need to follow these additional steps after entering your Blue credentials

- At the Oracle log in 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
Navigating

- Click on each of the appropriate links to view the following information:
  - Personal Information
  - Payslip
  - Tax Form
  - Employee W–2
- From each page, you can click **Home** to return to this main menu
- **NOTE:** After **10 minutes** of inactivity, you will be logged out of the application
To change spouse/dependent information, please contact Human Resources at 280–2709 or humanresources@creighton.edu if you are Faculty/Staff or Payroll at 280–4017 if you are a Student Employee.

Personal Information

Click the Personal Information link to view

- **Basic Details** includes
  - Full Name
  - Marital Status
  - Date of Birth
  - Employee Number
  - Organization Email Address

- **Main Address** includes the permanent address provided to Human Resources

- **Spouse and/or Dependents** includes the name and relationship of each individual that you have previously designated
Payslip

Able to view payslips back to January 1, 2007 through most recent payslip

To view a payslip:
- Click the **Choose a Payslip** drop-down arrow
- Select the payslip period
- Click **Go**

Click the Payslip link to view
Payslip Information

- Header information to be viewed:
  - Employee 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
Payslip Detail

- **Pay Period and Salary**
  - Pay Period
  - Payment Date
  - Pay Begin Date
  - Pay End Date
  - Pay Rate (Annual rate if paid monthly or hourly rate if paid biweekly)

- **Summary – YTD & Current information**
  - Gross income
  - Pre–Tax salary
  - Taxes taken
  - Other Deductions
  - Net Pay
Payslip Detail con’t

- **Hours and Earnings**
  - Current and YTD
  - Reported Hours and Amount for:
    - Regular Salary
    - Holiday Pay
    - Sick Pay
    - Vacation Pay

- **Pre-Tax Deductions**
  - Current and YTD
  - Deductions taken from your paycheck before taxes

- **After-Tax Deductions**
  - Current and YTD
  - Deductions taken from your paycheck after taxes
Payslip Detail con’t

- **Taxes** – Current and YTD taxes taken from your paycheck

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Tax</td>
<td>107.83</td>
<td>107.83</td>
</tr>
<tr>
<td>Social Security</td>
<td>87.85</td>
<td>87.85</td>
</tr>
<tr>
<td>Medicare</td>
<td>20.55</td>
<td>20.55</td>
</tr>
<tr>
<td>NE State Tax</td>
<td>39.34</td>
<td>39.34</td>
</tr>
</tbody>
</table>

- **Accruals** – Includes the current paycheck accrual as well as the overall balance for the following:
  - Sick
  - Holiday
  - Vacation

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday</td>
<td>8.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Sick</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Vacation</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
To change your direct deposit, click this [link](#), complete the form, and return to Payroll.

- **Tax Withholding Information** – Includes the Federal and State withholding information based on most recently completed W-4 form on file in the Payroll office.

- **Net Pay Distribution** – Includes the direct deposit bank account information provided to Payroll.

<table>
<thead>
<tr>
<th>Type</th>
<th>Marital Status</th>
<th>Exemptions</th>
<th>Additional Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>Married</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Nebraska</td>
<td>Married</td>
<td>1</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check/Deposit Number</th>
<th>Bank Name</th>
<th>Account Type</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>128308845</td>
<td>US Bank</td>
<td>C</td>
<td>X08561</td>
<td>1161.39</td>
</tr>
</tbody>
</table>
Tax Form

Click the Tax Form link to view

- Federal Information:
  - Filing Status
  - Allowances
  - Additional Amount Withheld
  - FIT Exempt

- State Information
  - Includes the NE withholding form and if you have an Iowa address the IA withholding form will also appear

To modify your state Tax Withholding please click the following link. Fill out the following form, print, sign and mail to the Payroll Office.

Nebraska Withholding Form(PDF)
Updating Federal W-4 Form

- From the Tax Form page, click **Update**
- Enter any of the relevant changes
  - Filing Status
  - Allowances
  - Additional Amount Withheld
  - Exempt
- Click **I Agree** checkbox
- Click **Continue** button

The pre-populated form will appear; simply click the Print icon and submit to Payroll.
Updating State W-4 Form

- From the Tax Form page, click the appropriate state PDF
- Complete the form online
- Click the Print icon
- Submit the completed form to Payroll

If you reside in IA, you will have both NE and IA withholding forms displayed
Click the Employee W–2 link to view

- Provides your year-end tax information back to 2001
- To open a W–2 other than the most recent:
  - Select the statement from the drop down list
  - Click Go
- To print the displayed W–2, click the Print icon

![W-2 Form](image)
Logging Out

- When finished viewing information, please log out of the application by:
  - Clicking **Logout** on any of the screens
  - Close the browser window

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

For questions, please contact Human Resources at 280–2709, or humanresources@creighton.edu –OR– Payroll at 280–4017

If you encounter issues with logging into Employee Self Service, please contact DoIT at 280–1111, option 3 for assistance.