Attention all student employees

You can now view your pay stubs on-line !!

www.creighton.edu/hr/selfservice

Student employees can view their pay stubs, W2’s, see the number of allowances they are currently claiming on their W4 tax withholding form and confirm if they are set up for direct deposit. Many students hold multiple jobs on campus and they will see a separate pay stub for each job.

All information is password-protected.

The program is intuitive and easy to follow. Numerous resources including a power point, instruction sheet, FAQ and other information are available on the HR web page at

http://www.creighton.edu/hr/employeeresources/selfservice/

First Time Users

First time users, please follow these steps to link Employee Self-Service to your Blue login:

1. Open a web browser
2. In the address field, type https://cruapp11.creighton.edu:8001 and depress Enter, or click on the link.
3. If you receive a security alert message, click Yes (If not, continue to step 4).
4. The HR Self Service Login page will appear.
5. In the User Name field, type your NETID.
6. In the password field, type Blue Password; click Login Button.
7. At the Oracle login screen type your NETID in the Username field.
8. In the Password field, type doit@xxxx (where xxxx is the last 4 digits of your social security number).
9. Click the Apply button with your mouse (Do not hit the Enter key as this will not link your passwords).

Current payslips are available online after 6:00 a.m. on your pay date.

Please note: If you need to reset your Blue login password, you can do so through the AMI system. Click here to go to the AMI System or contact the DoIT Helpdesk at 280-1111, option 3.