

# **ALABAMA STATE UNIVERSITY**



## **HUMAN RESOURCES EMPLOYEE SELF SERVICE USER GUIDE**



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## Welcome to Employee Self Service

Welcome to the Employee Self Service User Guide. This guide is designed to provide you with the information you need to successfully use the HR Employee Self Service features and includes instructions on the following topics:

### Personal Information

- Personal Information Summary
- Name
- Addresses
- Phone Numbers
- Emergency Contacts
- Email Addresses
- Marital Status
- Ethnic Groups
- Employee Information

### Benefits

- Benefits Summary

### Payroll and Compensation

- View Paycheck
- Compensation History
- W-4 Tax Information
- Direct Deposit

## Who Do I Call For Help?

The numbers are provided below for your reference.

**Human Resources**  
(334) 229-4667

The Office of Human Resources can assist with changes to personal information or questions regarding benefits.

**Payroll**  
(334) 229-4611

The Payroll Office can assist with questions and/or concerns regarding paychecks, pay stubs, tax information or direct deposit inquiries.

**MIS Department**  
(334) 229-4560

The MIS Department can answer questions and/or concerns regarding login or access to the Employee Self Service pages or browser functionality.



## How do I access Employee Self Service?

Enter User ID here

Enter Password here

Click the Sign in button

Go to [www.alasu.edu](http://www.alasu.edu) and select the Hornet's Web link at the top to access the login screen pictured above. Login using your ASU/PeopleSoft User ID and Password.  
User ID/Password instructions:

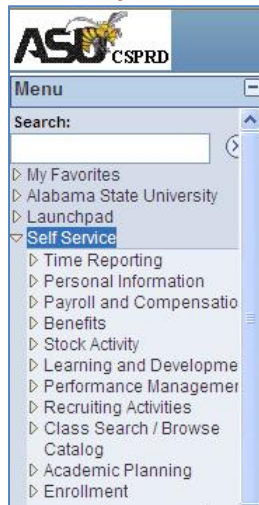
- User ID = The Number 0 (zero) followed by your Employee ID (not Social Security #)
- Password = First 2 letters of your first name (CAPS), followed by the first two letters of your last name (CAPS) and the last 4 numbers in your Employee ID (not Social Security #)

Example = Sally Smith's employee ID # is 1234567

Her PeopleSoft User ID would be: 01234567

Her Password would be: SASM4567

**NOTE: If you do not know your Employee ID# contact Human Resources or MIS.**



Once you have logged on to ASU/PeopleSoft, select "Access ASU Campus Solutions" to access the above menu and then the Self Service link on the left hand side of the main page. You can view your personal data such as Name, Address, Phone Number, Emergency Contact, etc. under the **Personal Information** section. You can view your paycheck data and leave balances under the **Payroll and Compensation** section. You can view your enrollments under the **Benefits** section if you are currently benefits eligible and are enrolled in one of the following: Medical, Dental, Vision, Life and AD and D, and Long-Term Disability.



## Personal Information



The **Personal Information Summary** section can be used to view your Personal Information that is tracked in the PeopleSoft HR system. This information was provided during your hire. If you have updated any of your information since your hire, you will see the most current information when viewing this section.

**Personal Information**

Name: [Redacted]

Address:

Address Type	Status	Ac. Of	Quantity	Address
Home	Current	01/01/00	0355	111 Main Street Montgomery, AL 36104

Phone Numbers:

Phone Type	Phone Number	Extension	Preferred
Business	656-665-1111		<input checked="" type="checkbox"/>

Emergency Contacts:

Name	Relationship to Employee	Primary Contact
Jackie East	Spouse	<input checked="" type="checkbox"/>

Email Addresses:

Email Type	Email Address	Preferred
Business	ajayne@asu.edu	<input checked="" type="checkbox"/>

**Marital Status**

Marital Status: Married      As of: 01/01/2009

**Ethnic Groups**

Description
Black or African American

**Employee Information**

Gender: Female  
 Date of Birth: 01/01/1980  
 Birth Country: United States  
 Birth State: Alabama  
 Social Security Number: 000-11-2222  
 Smoker: No  
 Data Entitled to Medicare: No  
 Military Status: Active Reserve  
 Original Start Date: 01/01/00  
 Highest Education Level: J - Doctorate (Academic)

Contact the Human Resources department if any of your Employee Information is incorrect.

You can access your Personal Information by clicking on the **Personal Information Summary** link under Personal Information on the ASU/PeopleSoft menu.

You can **view** the following information:

- ❖ Name
- ❖ Address
- ❖ Email Addresses
- ❖ Marital Status
- ❖ Ethnic Groups
- ❖ Employee Information

You can **update** the following information:

- ❖ Phone Numbers
- ❖ Emergency Contacts

***Changes in address can only be completed in the Office of Human Resources at this time. It is critical that this information is correct. Please notify Human Resources if any of this information is incorrect.***



## Personal Information

### View Your Name

ASU CS/IST

Home > Main Menu > Self Service > Personal Information > Personal Information Summary

**Personal Information**

Ima Test

**Name**

Ima Test

You can view your **Name** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. To update your name, contact the Human Resources department. You may be required to show documentation to support this change.

### View Your Addresses

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	01/01/2009	USA	111 Main Street Montgomery, AL 36104

You can view your **Addresses** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. To update your addresses, contact the Human Resources department.

### Update Your Phone Number

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Business	555/555-1111		<input checked="" type="checkbox"/>

[Change phone numbers](#)

You can update your **Phone Numbers** information by clicking the **Change phone numbers** button.

Click the “Change phone numbers” button to add an additional phone number.

**Phone Numbers**

Ima Test

Enter your phone numbers below.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	
Business	555/555 1111		<input checked="" type="checkbox"/>	<a href="#">Delete</a>

[Add a Phone Number](#)

\* Required Field

[Save](#)

[Return to Personal Information](#)



Enter the Phone Type for your Telephone number. You may add more than one phone number. Once you select the Phone Type, enter your 10-digit phone number without any formatting.

The system will automatically format the field once you tab out. If you are entering more than one phone number, select which number you would like to store as the preferred phone. To update the existing phone number, simply enter the new number over the old data. Click on the “Save” button to submit the data. This will automatically update the PeopleSoft HR Database.

**Phone Numbers**

**Save Confirmation**

✓ The Save was successful.

Once you save the phone number(s), you will be directed to the Save Confirmation page. Click the “OK” button to return to the Personal Information Summary page.

### Update Your Emergency Contact

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Testie Test	Spouse	<input checked="" type="checkbox"/>

You can update your emergency contact by clicking the on the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. Click on the “**Change emergency contacts**” button to make changes to the current contact information. If you do not have an existing emergency contact, click on the “Change emergency contacts” button.

### Emergency Contacts

Ima Test

Emergency Contacts			
Contact Name	Relationship to Employee	Edit	Delete
Testie Test	Spouse	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Primary Contact: Testie Test

[Return to Personal Information](#)

Click on the “Edit” button to make changes to the current contact information. Click the “Add an Emergency Contact” button to add one.



**Emergency Contacts**

---

**Emergency Contact Detail**

Ima Test

\*Contact Name:

\*Relationship to Employee:

**Address and Telephone**

Contact has the same address as the employee

Contact has the same telephone number as the employee

**Address**

Country:  [Change Country](#)

Address:  [Edit Address](#)

**Phone**

Telephone:

**Other Telephone Numbers**

*Phone Type	Phone Number

\* Required Field

[Return to Emergency Contacts](#)

Enter contact name, relationship, address and phone information. If the contact's address and phone information is the same as yours, click the two check boxes to default the data from your personal information. Click the "Save" button to submit the data. This will automatically update the PeopleSoft HR database.

**Emergency Contacts**

---

**Save Confirmation**

The Save was successful

Once you save the emergency contact(s), you will be directed to the Save Confirmation page. Click the "OK" button to return to the Information Summary page.





## View Your Email Addresses

Email Addresses		
Email Type	Email Address	Preferred
Business	anyone@asu.edu	<input checked="" type="checkbox"/>

You can view your **Email Addresses** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. Work-related emails, including Events and Employee Self Service confirmations are sent to the employees Preferred email address. To update your email addresses, contact the Human Resources department.

## View Your Marital Status

Marital Status	
Marital Status:	Married
As of:	01/01/2009

Ethnic Groups	
Description	
Race of African American	

You can view your **Marital Status** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. If your marital status has changed, then it's a good time to reconsider your health coverage, tax withholdings and other important information. For tax purposes, please update your W-4 information through Employee Self Service.

## View Your Employee Information

Employee Information	
Gender:	Female
Date of Birth:	01/01/1950
Birth Country:	United States
Birth State:	Alabama
Social Security Number:	555-11-2222
Smoker:	
Date Entitled to Medicare:	
Military Status:	Active Reserve
Original Start Date:	01/01/2009
Highest Education Level:	J-Doctorate (Academic)
Contact the Human Resources department if any of your Employee Information is incorrect	

You can view your **Employee Information** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. The Employee Information section contains information regarding gender, date of birth, birth country, birth state, social security number, smoker, etc. Please contact the Human Resources department if any of your Employee Information is incorrect.



## Payroll and Compensation



The Payroll and Compensation section can be used to view your paycheck, leave balances, voluntary deductions, and compensation history that is tracked in the PeopleSoft HR system. It can also be used to update your direct deposit and W-4 tax information.

### View Your Paycheck



You can view your current earnings, taxes, deductions, net pay and leave balances by clicking on the View Paycheck link under Payroll and Compensation on the ASU/PeopleSoft menu. Click on the date under the “Check Date” link to access the pay statement.

### Pay Statement for pay period ending January 31, 2009

EMPLOYEE INFORMATION		EMPLOYER INFORMATION		PAY PERIOD	
Employee Name	John Doe	Employer Name	Alabama State University	Pay Period Start	01/22/09
Employee ID	12345678	Employer ID	98765432	Pay Period End	01/31/09
Employee Address	123 Main St, Tallahassee, FL 32301	Employer Address	400 S. Adams St, Tallahassee, FL 32301	Check Date	01/31/09
Employee Phone	904-555-1234	Employer Phone	904-555-5678	Check Amount	\$1,234.56
Employee Email	john.doe@asu.edu	Employer Email	hr@asu.edu	Net Pay	\$876.54
Employee Title	Faculty	Employer Title	Faculty	YTD Gross Pay	\$12,345.67
Employee Status	Full Time	Employer Status	Full Time	YTD Net Pay	\$9,876.54
Employee Hire Date	01/01/08	Employer Hire Date	01/01/08	YTD Gross Pay (Previous)	\$1,234.56
Employee Termination Date		Employer Termination Date		YTD Net Pay (Previous)	\$987.65
Employee Social Security Number	123-45-6789	Employer Social Security Number	987-65-4321	YTD Gross Pay (Total)	\$13,580.23
Employee Federal Tax ID	123-45-6789	Employer Federal Tax ID	987-65-4321	YTD Net Pay (Total)	\$10,864.19
Employee State Tax ID	123-45-6789	Employer State Tax ID	987-65-4321		
Employee Local Tax ID	123-45-6789	Employer Local Tax ID	987-65-4321		
Employee Federal Tax Withholding	\$100.00	Employer Federal Tax Withholding	\$100.00		
Employee State Tax Withholding	\$50.00	Employer State Tax Withholding	\$50.00		
Employee Local Tax Withholding	\$25.00	Employer Local Tax Withholding	\$25.00		
Employee Social Security Tax	\$76.54	Employer Social Security Tax	\$76.54		
Employee Medicare Tax	\$18.76	Employer Medicare Tax	\$18.76		
Employee Health Insurance	\$100.00	Employer Health Insurance	\$100.00		
Employee Life Insurance	\$50.00	Employer Life Insurance	\$50.00		
Employee Dental Insurance	\$25.00	Employer Dental Insurance	\$25.00		
Employee Vision Insurance	\$12.50	Employer Vision Insurance	\$12.50		
Employee Flexible Spending Account	\$0.00	Employer Flexible Spending Account	\$0.00		
Employee Dependent Care	\$0.00	Employer Dependent Care	\$0.00		
Employee Charitable Contribution	\$0.00	Employer Charitable Contribution	\$0.00		
Employee Union Dues	\$0.00	Employer Union Dues	\$0.00		
Employee Professional Fees	\$0.00	Employer Professional Fees	\$0.00		
Employee Other Deductions	\$0.00	Employer Other Deductions	\$0.00		
Employee Total Deductions	\$325.02	Employer Total Deductions	\$325.02		
Employee Gross Pay	\$1,234.56	Employer Gross Pay	\$1,234.56		
Employee Net Pay	\$876.54	Employer Net Pay	\$876.54		
Employee Total Pay	\$876.54	Employer Total Pay	\$876.54		



## View Your Compensation History

**Compensation History**

Ima Test

From: 01/01/2000 To: 12/31/2010 [View Another Date Range](#)

**Employee Job Information**

EmpID:  
Department:  
DESNZ:  
Payroll Status:

Date of Change	Action	Reason	Annual Salary	Compensation per Frequency	Frequency
01/01/2007	Date Chg		52,709.040 USD	4,392.420000 USD	Monthly
01/01/2006	Date Chg		50,682.000 USD	4,223.500000 USD	Monthly
01/01/2005	Date Chg		46,115.040 USD	3,842.920000 USD	Monthly
01/01/2004	Date Chg		43,917.720 USD	3,656.810000 USD	Monthly
01/01/2003	Date Chg		42,046.800 USD	3,503.900000 USD	Monthly
01/01/2002	Date Chg		37,202.040 USD	3,100.170000 USD	Monthly
01/01/2001	Date Chg		36,873.000 USD	3,072.750000 USD	Monthly
01/01/2000	Date Chg		34,279.960 USD	2,857.000000 USD	Monthly
01/01/1999	Date Chg		32,922.960 USD	2,743.580000 USD	Monthly
01/01/1998	Date Chg		31,954.040 USD	2,662.840000 USD	Monthly

You can view your compensation history by clicking on the Compensation History link under Payroll and Compensation on the ASU/PeopleSoft menu. Click on the “View Another Date Range” button to choose another timeframe.

## Update Your W-4 Tax Information

**W-4 Tax Information**

Ima Test Social Security #: 999-15-7722

Alternate Date Entered:

\*You must complete Form W-4 so the Payroll Department can calculate the correct amount of taxes withheld from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed. Complete this form. See the state department's website for more information. You can file a new form via online payroll system changes and you choose to file electronically or submit.

Whenever you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

**Basic Address**

111 Main Street  
Montgomery, AL 36104

**W-4 Tax Data**

Enter total number of allowances you are claiming:

Enter Additional amounts, if any, you want withheld from each paycheck:

Indicate Marital Status:  Single  Married

Check boxes and select single status if married but withholding at single rate.  
Note: If married, but legally separated, or spouse is a nonresident alien, select "Single" status.

Check boxes if your tax name differs from that shown on your social security card.  
You must call 1-800-772-1233 for a replacement.

**Check Employment**

I affirm exemption from withholding for  2710 and I certify that I meet all other exemption conditions for exemption.

\*\* Later receipt and receipt is a refund of ALL Federal Income tax withheld because I had no other taxable and

\*\* This year's report is based on ALL Federal income tax withheld. Amounts need to have "0" as a liability.

Check "Transfer" box if Employment both conditions.

(Under periodic updates, I choose that to be automatic the complete and in the name of my employer, personnel, HR, and payroll.)

Reverts to Payroll and Compensation

You can update your federal tax information by clicking the W-4 Tax Information link under Payroll and Compensation on ASU/PeopleSoft menu. Enter the total number of allowances you



would like to claim, any additional amount you would like withheld from each paycheck (if needed), and marital status. Click on the “Submit” button to continue.

ASU CSTSI  
Favorites | Main Menu | Self Service | Payroll and Compensation | W-4 Tax Information

### Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.

User ID: ASUMTTR  
Password:

Enter your ASU/PeopleSoft password to verify your identity and click on the “Continue” push button to save the data. This will automatically update the PeopleSoft HR database.

ASU CSTSI  
Favorites | Main Menu | Self Service | Payroll and Compensation | W-4 Tax Information

### Submit Confirmation

The Submit was successful.  
However, due to timing, your change may not be reflected on the next paycheck.

Once you submit the tax information, you will be directed to the Confirmation Page. Click the “OK” push button to return to the W-4 Tax Information page.

Untitled Message - Windows Internet Explorer

To: ssumttr@asu.edu

Subject: You submitted W-4 via the Web on 2010-12-15

Tonoma

You submitted W-4 via the Web on 2010-12-15

Marital Status: Single or Married, but withhold at higher single rate

No. of Allowances: 4

Additional Amounts: 0

Exempt Status: N

Employee: ASU

https://eagle.asu.edu/owa/?as=tcms&a=flw&et=IF Local Intranet



After saving, you should receive an email confirming your tax changes. The email will be sent to the “Primary” email address indicated on your **Personal Information Summary** page.

### Update Your Direct Deposit

**ASU** C:SPRD

Menu

- Payroll and Compensation
  - View Paycheck
  - View Pay slips
  - View Pay slip GRR
  - 3rd Party Pay Inquiry
  - Request Over time CHL
  - View Over time THF
  - View Unk. Deductions
  - Direct Deposit**
  - Personal Bank Accounts
  - Compensation History
  - Agreement
  - Personalization
  - Profit-Sharing
  - Entitlements
  - Pay Distribution Instructions
  - View T/MT4A Slips
  - 1415A Consent
  - View Tax Information
  - W-4 Tax Information USA
  - View W-2/W-2c Forms
  - W-2/W-9 Consent
  - W-2 Reissue Request
  - W-2 Reissue Request
  - USA
  - View End Adjustment Info
  - JPI
  - Lockdown Lockratio
  - THA
  - Provide a Fund Serv. TH
  - View Print Collections

**Direct Deposit**  
Ima Test

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	053201607	0006120389837	Amount	\$5000	1	Edit	Delete

Add Account      Pay Statement Print Option

Return to Payroll and Compensation

**IMPORTANT!** Please ensure that the Routing Number and Account Number represent only a Checking and/or Savings Account. Money Markets, bank loan numbers, or any other type of account may cause your direct deposit to be returned and may delay your payment. Also ensure that Amt/Pct columns add up to 100%.

You can update your direct deposit distribution by clicking on the Direct Deposit link under Payroll and Compensation on the ASU/PeopleSoft menu.

**Direct Deposit**  
Ima Test

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	053201607	0006120389837	Amount	\$5000	1	Edit	Delete

Add Account      Pay Statement Print Option

Return to Payroll and Compensation

**IMPORTANT!** Please ensure that the Routing Number and Account Number represent only a Checking and/or Savings Account. Money Markets, bank loan numbers, or any other type of account may cause your direct deposit to be returned and may delay your payment. Also ensure that Amt/Pct columns add up to 100%. If you select more than one account, choose Balance as one of the Deposit Type options so the total will add up to 100% of your paycheck.

To update your current account type(s), click on the “Edit” button. To add an additional account, click on the “Add Account” button.







## Benefits



The Benefits section can be used to view your current benefits information that is tracked in the PeopleSoft HR system. This includes such plans as medical, dental, flexible spending accounts, vision, life, disability, retirement and leave. This section will not include “deductions” such as AFLAC or parking. These will be listed under Payroll and Compensation on your paycheck stub.

### View Your Benefits Summary

**Benefits Summary**  
Ima Test

To view your benefits as of another date, enter the date and click Go.

12/15/2010

Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	Blue Cross Blue Shield AfterTax	Family
<a href="#">Dental</a>	Dental - After Tax	Family
<a href="#">Vision</a>	Avesis Vision Plan	Family
<a href="#">Supplemental Life</a>	Supplemental Life	\$20,000
<a href="#">Life and AD and D</a>	MetLife	Salary
<a href="#">Long-Term Disability</a>	Guardian Life Insurance Co	60% of Salary
<a href="#">403(b)</a>	NBS - 403(b)	\$500 Before Tax
<a href="#">Sick</a>	Sick Leave	-----
<a href="#">Vacation</a>	Vacation	-----
<a href="#">Family and Medical Leave Act</a>	Family and Medical Leave Act	-----
<a href="#">Flex Spending Health - U.S.</a>	Health Flex Spending Account	\$100 Pledge
<a href="#">Flex Spending Dependent Care</a>	Dependent Care - FSA	\$5,000 Pledge
<a href="#">PERK5</a>	Teachers' Retirement System 5%	5% of Earnings
<a href="#">Tuition Waiver</a>	Tuition Waiver	Participating

You can view your **Benefits Summary** by clicking the Benefits link under Self Service on the ASU/PeopleSoft menu. This page is currently read only.

**Note: Beneficiaries will not be listed in the ASU/PeopleSoft system. These are maintained in the Office of Human Resources.**



## Employee Data Verification Form

Login to Self Service and verify that your information is correct as listed under: Personal Information, Paryroll and Compensation, and Benefits.

If your information is incorrect, print (See Page 18 for Steps to Print) the screen showing the incorrect data, highlight or circle that data and write the correction as it should be listed. Attach this form to your print-out(s) and forward these documents to the Office of Human Resources, Room #235 in Councill Hall.

### Print-Out Example

Employee Information	
Gender:	Female
Date of Birth:	01/01/1950
Birth Country:	United States
Birth State:	Alabama
Social Security Number:	555-11-2222
Smoker:	
Date Entitled to Medicare:	
Military Status:	Active Reserve
Original Start Date:	01/01/2009
Highest Education Level:	J-Doctorate (Academic)

Contact the Human Resources department if any of your Employee Information is incorrect.

Is your information accurate: Yes  No

\_\_\_\_\_  
Please Print Your Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Sign Your Name

\_\_\_\_\_  
Date





## Frequently Asked Questions

- Question:** When will I have access to the new Employee Online Self-Service system?  
**Answer:** All functionality will be available Wednesday, January 12, 2011. However, you will not be able to view your online check stubs until January 21, 2011.
- Question:** How do I access the new Human Resources Online Self-Service system?  
**Answer:** Go to: [www.alasu.edu/hr](http://www.alasu.edu/hr) and select the "Employee Self-Service User Guide" and follow the directions provided. You will need your employee ID and password as well.
- Question:** What if I tried to do this at my desk, but I cannot complete the process?  
**Answer:** An open lab is available on January 12<sup>th</sup> & 13<sup>th</sup> from 7:00 a.m. – 4:00 p.m. in the Abernathy Annex, Room #311. PeopleSoft experts will be available to assist you with the process.
- Question:** How do I get my employee ID?  
**Answer:** Because your employee ID is personal and confidential information, you must provide picture identification to payroll or human resources personnel to obtain this. To protect your information, we will not provide these over the phone. For those attending the open lab, we will have employee ID numbers available to give you at the lab. Please bring your picture ID.
- Question:** How do I get my password?  
**Answer:** Instructions for setting up your password are located on page 4 of the Employee Self-Service Guide. Your password is unique for each employee and should be maintained in a secure location. You can customize your password after the initial set-up.
- Question:** How do I print the verification if I choose to complete this process at my desk?  
**Answer:** Page 19 in the Employee Self-Service User Guide will provide you with the directions necessary to print this.
- Question:** Once I print the form, what do I do with it?  
**Answer:** Submit the form and attachments to the Office of Human Resources, Council Hall Room #235.



**Question:** Can I have direct deposits to multiple accounts?

**Answer:** Yes. You can make deposits to multiple accounts. See **Payroll and Compensation – Direct Deposit**

**Question:** Will I still get a pay stub if I am currently on direct deposit?

**Answer:** Yes. However, employees with direct deposit will receive pay stubs from payroll upon request. Otherwise employees may preview and download this information online thru the Employee Self-Service system. You will have access to your pay stub 24 hours a day.

**Question:** Do we need to re-enroll for Benefits or Direct Deposit?

**Answer:** No. It is not necessary to re-enroll to use these features

**Question:** Can I setup Direct Deposit online?

**Answer:** Yes. See **Payroll and Compensation – Direct Deposit**. You will need a valid routing and account number from your banking institution.

**Question:** Is Direct Deposit mandatory?

**Answer:** No. You may continue to receive a paper check if you desire.

**Question:** Can I request a print out of my information for my records?

**Answer:** Yes. You would simply login and print the information you need.

**Question:** How do I make changes to my information?

**Answer:** Some of the areas will allow you to make changes yourself and some are currently “read only”, which will require you to contact Human Resources to make changes. The Employee Self-Service User Guide clearly indicates which areas you can update and which ones Human Resources must update.

**Question:** Can I access this information remotely?

**Answer:** Yes. You can log onto the ASU website to access your information.



## Steps for Printing

Step 1: Navigate to the page you want to print

Step 2: Select “File” & click “Print Preview”

Step 3: Select the “Landscape” page orientation option

Step 4: Select “100%” from the “Shrink to fit” drop down list box

Step 5: Click the “Print” icon