

# Guide to Self Service

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## Your Information – When You Want It!

Now with just the click of your mouse you can view your pay, benefits and personal contact information. Employee Self Service enables you to do the following:

- Update your home phone/address, e-mail address, and emergency contact information.
- View current and past benefit enrollment.
- Enroll for benefits on line during Open Enrollment if benefits eligible.
- View current and past pay advices.
- View your compensation history.
- Update direct deposit amounts and account information.
- Change your federal tax withholding.

### Accessing Employee Self Service

Employee Self Service is written for Internet Explorer and prefers version 6.028 or higher and 128 bit encryption. To check what version of Explorer you have, click Help on the toolbar, and then click on About Internet Explorer. If you do not have the preferred version, you need to get an upgrade from your local computer support person. If you try to use Netscape or another browser, certain functions may not work and system speed may be much slower.

### Your Log-in and Password

To use E-Modules, you need your network ID and password. Call the UTS Helpdesk at 7-7777 or go to <https://www.app.emory.edu/acm/getpassword.cfm>. In addition to telling you your network ID, UTS can reset your password and direct you to a web site where you can reset it to one you will remember. With your ID and password, you are ready to go to Employee Self Service.

*\* Please remember this network ID and password is the same login information that is used to obtain your @emory.edu email. Sharing login information is not a recommended security practice.*

### How to get to Employee Self Service

The direct web address for Employee Self Service is <http://leo.cc.emory.edu>. You can also access Employee Self Service at [www.finance.emory.edu](http://www.finance.emory.edu) or <http://emory.hr.em.org.edu> (click on the PeopleSoft logo).

Once you are at the website, you can choose:

### **My Personal Information**

- View Personal Information. Review and edit your address, phone numbers, e-mail, and emergency contact information on one page.
- Emergency Contacts. Review and edit your emergency contacts.
- Phone Numbers. Review and edit your home, business, cellular or other phone numbers.
- Contact Information. Review and edit your home, mailing, and e-mail addresses.

If you have questions, call Payroll at 7-6100 or Human Resources at 7-0227 or 7-6066.

### **Payroll and Compensation**

- Direct Deposit Information Review and edit your direct deposit accounts.
- W-4 Federal Tax Information. Review and edit your federal tax withholding exemption and amount.
- View Your Paycheck and Advice Information. View your current and prior earnings statements online. Select to no longer receive paper pay advices.
- W-2 Reissue Request. Request a reissue of your W-2 statement.
- Link to G-4 Georgia Tax Information.
- Compensation History. Review your annual salary and compensation per pay frequency.

If you have questions, call Payroll at 7-6100 or Human Resources at 7-5912.

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## Benefits

- Benefits Summary. Review your Benefits Summary to see current and past benefit elections. View dependent information. Find healthcare provider information and customer service numbers.
- Family Status Changes. You can complete your Qualified Family Status change online under Benefits Summary. There is a guide to assist you.
- Benefits Enrollment. Complete on-line Benefits Enrollment during Open Enrollment periods.

You can be assured your information is on a secure website and remains confidential as long as you do not share your log-in ID and password, and you remember to sign out when you are finished.

If you have questions, call Payroll at 7-6100 or Human Resources at 7-7613.

***[CLICK HERE TO CHECK IT OUT TODAY!](#)***