



Employee Self-Service Job Aid

Logging In

1. Open Browser (Google Chrome or Firefox)
2. Enter Web Address: myHR.creighton.edu
3. Enter **BLUE** credentials
Example: NetID@creighton.edu and BluePassword
4. Press **Sign In**

Personal Information

1. Identify and select **Personal Information**
2. Identify and select **Edit**
3. Locate and select **Edit My Details**
4. Once updated, press **Save and Close**

View Payslip

1. Select **Personal Information**
2. Select drop down button next to **My Details**
3. Click **Payroll** tab; click **View Payslip**
4. Click the **index card** of the pay period you wish to view
5. Print or download your **Payslip**
6. Click the 'X' to close the **Payslip**

View W-4

1. Select **Personal Information**
2. Select drop down button next to **My Details**
3. Click **Payroll** tab; click **Manage Tax Withholding**
4. View your Federal and State withholdings

Manage Direct Deposits

1. Select **Personal Information**
2. Identify and select **Payroll** tab on left hand side
3. click **Manage** Personal Payment
4. Add, Update, or delete your Direct Deposit
5. To add, you will need to know:
 - a. Financial Institution
 - b. Account Number
 - c. Routing Number
 - d. Payment Percentage
6. Select **Save and Close**

Add Emergency Contact

1. Select **Personal Information**
2. Click **Edit** button on left hand side
3. Click the **Contacts** tab on the right hand side
4. Next to **Contacts**, click **+ sign**
5. 'Add a new person' or 'select existing person'
6. Enter Emergency Contact information:
 - a. Relationship
 - b. Last Name
 - c. First Name
 - d. Phone Number
7. **Save and Close**

