



Employee Self-Service Job Aid

Logging In

1. Open Browser (Google Chrome or Firefox)
2. Enter Web Address: myHR.creighton.edu
3. Enter **Username and Password** Should be single sign on?
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**

Update W-4

1. Select **Personal Information**
2. Select drop down button next to **My Details**
3. Click **Payroll** tab; click **Manage Tax Withholding**
4. Click the **Pencil** icon to edit your withholding
5. **W-4** form will pop up
6. Edit your form. Click **'I Agree'**

Manage Direct Deposits

1. Select **Personal Information**
2. Select drop down button next to **My Details**
3. Click **Payroll** tab; click **Manage Personal Payment**
4. Add, Update, or delete your Direct Deposit to add, you will need to know:
 - a. Financial Institution
 - b. Account Number
 - c. Routing Number
 - d. Payment Percentage
5. 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**

