

Jefferson Employee Self Service

Direct Deposit and so much more!

Jefferson Employee Self Service is a convenient online way to:

- Sign up for direct deposit and view and print copies of your bi-weekly pay statement.
- Review your commuter services pre tax dollars and payroll deductions.
- Verify accuracy of your pay records and communicate any issues starting the Tuesday before pay day.
- Ensure that your correct pay will be in your account on pay day and avoid long bank lines.
- Have convenient, 24/7 online access from home or at work.
- Review, update or change your personal information such as W4 tax withholding options, phone number(s) and home address.
- Gain greater control over your records/finances and help Jefferson go green and reduce costs!
- Review your benefit enrollment information.
- Search and apply for jobs.

www.jeffersonhr.org
Secure, confidential and password-protected



Problems using Jefferson Employee Self Service?
Email your questions to: Hr.SelfService@jefferson.edu

For step-by-step instructions, please see the other side.

www.jeffersonhr.org

Jefferson Employee Self Service: access your employee records on campus or remotely

1 Select the Employee Self Service Link on the main page.

2 Enter your Campus Key and Password in the next window.

3 This will take you to the Employee Self Service Home Page, where you can update your personal information and check your paycheck as well as complete your Direct Deposit Information. Under Payroll and Compensation, click Direct Deposit to enter and save your bank account information.

The screenshots illustrate the steps to access the Employee Self Service portal. The first image shows the 'Employee Self-Service' link highlighted in the left-hand menu. The second image shows the login screen with the 'User ID' and 'Password' fields circled. The third image shows the 'Self Service' dashboard with the 'View Paycheck' link circled under the 'Payroll and Compensation' section.

Remember to sign out from the system once you have completed your transactions!

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