Payroll and Compensation Information

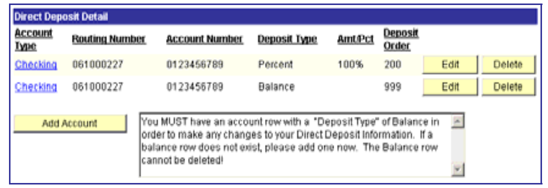
To review or make changes to your payroll or compensation information, click on the **Payroll and Compensation Home** link, and then choose the type of information to review or change.

Reviewing and Printing Your Paycheck

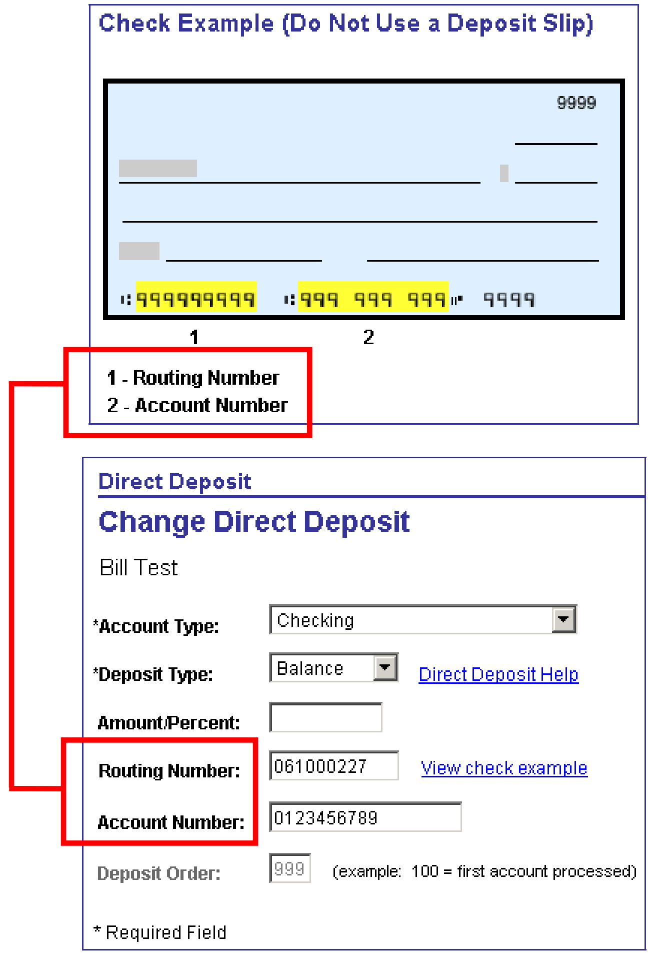
In the near future, your Payroll office will no longer print and send your paycheck advice to you. You may review your advice using Employee Self Service.

If you need a hard copy, you can use the Print-Friendly Paycheck button and print a copy using the button on your browser's tool bar..

Reviewing and Changing Your Direct Deposit



The Balance row can be edited to reflect new account information, but cannot be deleted.



Use the **Direct Deposit Help** link for more detailed information on each of the fields on this page.

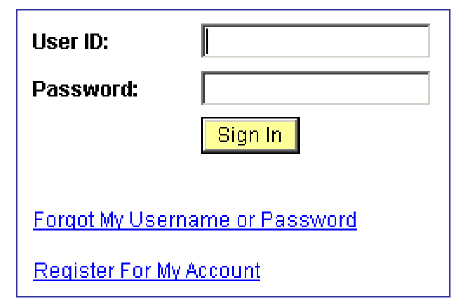
AASU
ARMSTRONG ATLANTIC STATE UNIVERSITY

Welcome to Employee Self Service at AASU!

Employee Self Service is your personal guide to your personal information. Self Service allows you to manage your personal information without the need for emails and phone calls to Human Resources or Payroll. Access will be available Monday-Friday from 7 am to 11 pm.

Accessing Employee Self Service

Go to http://hr.armstrong.edu/selfservice/ to access Employee Self Service.



Registering for Employee Self Service

If you are new to Employee Self Service, you need to create an account using the **Register For My Account** link. You need the following information to complete self-registration:

- **Identification**: Date of Birth, last 4 digits of SSN, Zip Code

  NOTE: If you have multiple employee ID numbers, such as a rehired retiree, you **must** register an account **for each employee ID number**.
- **User Name**: Minimum 6 characters, maximum 30 characters
- **Password**: 8 characters, at least 2 digits, no special characters

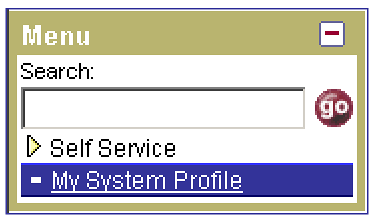
Logging into Employee Self Service

Use the **User ID** and **Password** you created when you registered. You have four grace tries to log into Employee Self Service. After five tries, you will be locked out of the system and your security administrator will have to reset your access to the system.

Forgotten your User ID or Password? You can reset them using the **Forgot My Username or Password** link.

My System Profile

Your System Profile is where you can set up your personal preferences, such as passwords, email, and language. Any Employee Self Service email confirmations will be sent to the Business Email Address you set up here.



Use the **My System Profile** link to review and change your general profile information.

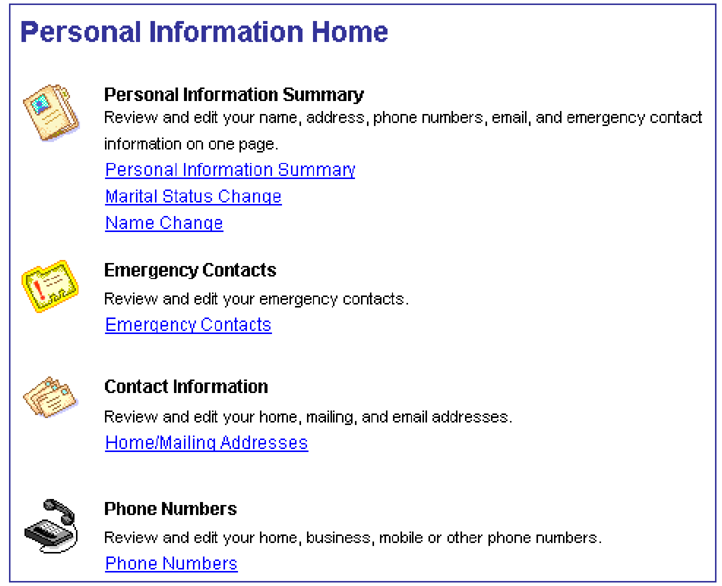
Need Help?

For security access questions contact

Human Resources at 344-2587.

Personal Information

To review or make changes to your personal information, click on the **Personal Information Home** link, and then choose the type of information to review or change.



Changing Your Name

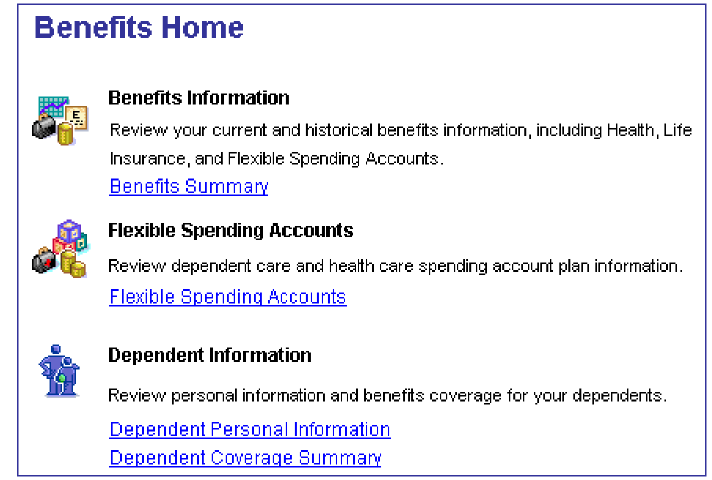
After you submit your name change in Employee Self Service, you also need to provide a copy of your new Social Security card with your new name to your Human Resources office before the change can be approved.

Changing Your Marital Status

After you submit your marital status change in Employee Self Service, you also need to provide a copy of the supporting marriage certificate, divorce decree, or death certificate to your Human Resources office within 31 days of the effective date of the change.

Benefits Information

To review your benefits information, click on the **Benefits Home** link, and then choose the type of information to review.



Reviewing Your Benefits Summary

The Benefits Summary page provides a listing of your benefits as of today's date.

Click on the individual links, (**Medical**, etc.) to display a separate page containing more detailed information for each enrolled Benefit.

Reviewing Your Flexible Spending Accounts

The Flexible Spending Account page shows information for the current calendar year. Your annual pledge amount(s) and the year-to-date amount(s) contributed are shown here.

Reviewing Your Dependent Information

The Dependent Coverage Summary page provides a list of your current dependents, their benefit coverage, and their contact information as of today's date.