

Employee Self-Service Training Manual



VINCENNES
UNIVERSITY

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Introduction to Employee Self-Service (ESS)

Employee Self-Service is a web-based service that provides employees with information related to their employment with Vincennes University. Employees now have view access to key data that resides within the VU Human Resource/Payroll System. This data is used by your human resource/payroll office for the purpose of paying your salary and administering your benefits.

The ability to directly view your human resource and payroll data provides an excellent opportunity for you to ensure that the information is correct and kept up to date. The data provided to you includes pay check stubs, W-2 information and also benefit and deduction information.

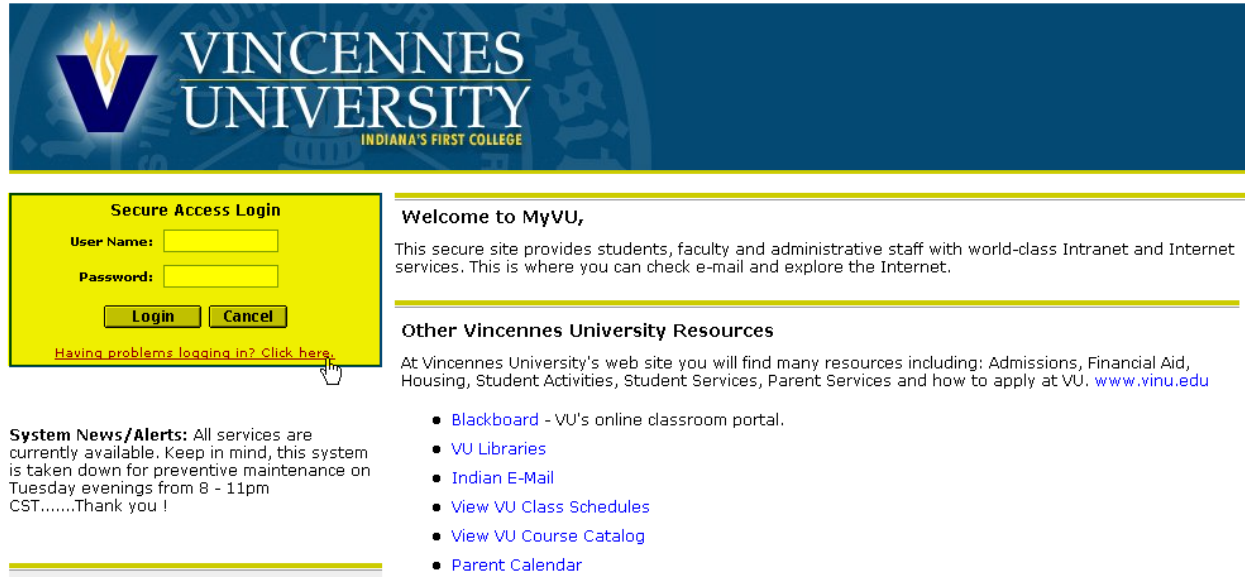
One of the major advantages of this system is that the data is real-time data. In other words, when you view your information, the system pulls the most current information directly from the HR/Payroll system. If any of the information that you view within ESS is incorrect or you encounter questions, please contact the HR or Payroll office immediately.

Employee Self-Service is available to all employees of Vincennes University to provide you with information related to employment, including the ability to view the most current data that the HR/Payroll system has on file.

To access your information, employees will use their own individual log-in consisting of a user name and password through the MyVU portal. This log on ID and password gives you access to view your personal information through ESS. For this reason, employees are encouraged to maintain their ID and password in strict confidence. In particular, you should not share your user ID and password with anyone.

Logging into Employee Self-Service

Using the MyVU Portal (<https://myvu.vinu.edu>), you will log in with the **User Name** and **Password** that was provided to you.



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INDIANA'S FIRST COLLEGE

Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)

Welcome to MyVU,

This secure site provides students, faculty and administrative staff with world-class Intranet and Internet services. This is where you can check e-mail and explore the Internet.

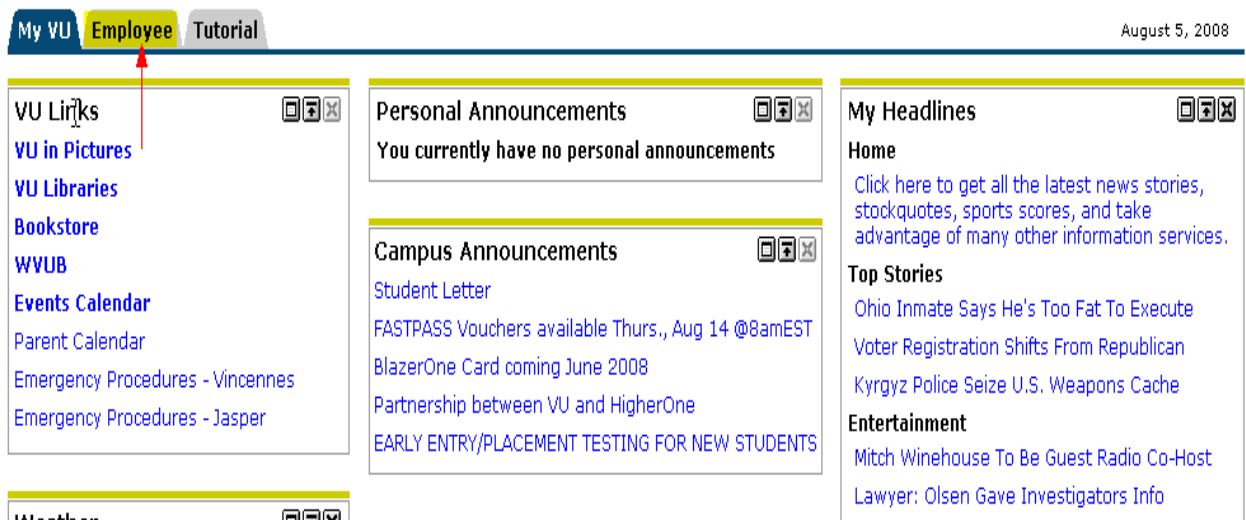
Other Vincennes University Resources

At Vincennes University's web site you will find many resources including: Admissions, Financial Aid, Housing, Student Activities, Student Services, Parent Services and how to apply at VU. www.vinu.edu

- [Blackboard](#) - VU's online classroom portal.
- [VU Libraries](#)
- [Indian E-Mail](#)
- [View VU Class Schedules](#)
- [View VU Course Catalog](#)
- [Parent Calendar](#)

System News/Alerts: All services are currently available. Keep in mind, this system is taken down for preventive maintenance on Tuesday evenings from 8 - 11pm CST.....Thank you !

Once logged into the portal, you will click on the tab labeled **Employee**.



My VU **Employee** Tutorial

August 5, 2008

VU Links

- [VU in Pictures](#)
- [VU Libraries](#)
- [Bookstore](#)
- [WVUB](#)
- [Events Calendar](#)
- [Parent Calendar](#)
- [Emergency Procedures - Vincennes](#)
- [Emergency Procedures - Jasper](#)

Personal Announcements

You currently have no personal announcements

Campus Announcements

- [Student Letter](#)
- [FASTPASS Vouchers available Thurs., Aug 14 @8amEST](#)
- [BlazerOne Card coming June 2008](#)
- [Partnership between VU and HigherOne](#)
- [EARLY ENTRY/PLACEMENT TESTING FOR NEW STUDENTS](#)

My Headlines

Home

[Click here to get all the latest news stories, stockquotes, sports scores, and take advantage of many other information services.](#)

Top Stories

- [Ohio Inmate Says He's Too Fat To Execute](#)
- [Voter Registration Shifts From Republican](#)
- [Kyrgyz Police Seize U.S. Weapons Cache](#)

Entertainment

- [Mitch Winehouse To Be Guest Radio Co-Host](#)
- [Lawyer: Olsen Gave Investigators Info](#)

Weather

Within the Employee tab, you will click on the icon in the highlighted area below.

My VU Student **Employee** Tutorial August 28, 2008

Administrative Systems [icon] [icon] [icon]

- Banner
- E-Print
- Discoverer
- SurveyDIG Administration
- Tutorials
- Banner Project Info
- BlazerOne Card Project Info

Departmental Information [icon] [icon] [icon]

- Controller Office

Pay & Benefits * Coming Sept 3 [icon] [icon] [icon]
Click here to:

Policies and Procedures [icon] [icon] [icon]

- University Manual
- Standards of Student Behavior
- Data Security Policy
- Confidentiality Agreement
- Confidentiality Agreement FAQ's

STANDARD OPERATING PROCEDURES

- How to archive your Notes email
- How to archive the stationery folder
- How to encrypt a Notes email archived database
- How to save Notes email to jump drive

You will then be directed to the following screen. You will then click on the wording highlighted below.

VINCENNES UNIVERSITY

back to Employee Tab [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

e-mail calendar groups logout help

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This link will take you to Self Service where you will be able to access different services depending on your role at the school.

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To view your pay and benefit information, click the **Employee** area shown below.

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back to Employee Tab [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

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Employee
Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

Personal Information
Addresses, contacts, e-mail, marital status, SSN, PIN.

Student & Financial Aid
Apply for admission, register, view academic records and financial aid.

Employee Self-Service Screens

VINCENNES UNIVERSITY

back to Employee Tab

e-mail calendar groups logout help

[Personal Information](#) [Student and Financial Aid](#) [Employee](#)

Search Go

RETURN TO MENU SITE MAP HELP

Employee

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary and Benefit Statement.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)
W4 information, W2 Form

[Leave Balances](#)

RELEASE: 7.3.2

powered by @SGT

Benefits and Deductions

In the Benefits and Deductions area of ESS you are able to view the following:

- A listing of each benefits program in which you are currently enrolled along with all the selected plans, employer and employee contributions and other options that apply to that program.
- For retirement plans, the name of the provider, the contribution being made to that provider or the percent of salary being contributed to that provider.
- Flexible Spending Account annual contributions.
- For most benefit plans, a provider link that takes you to the provider's website for additional information.
- Under miscellaneous, you will find personal and charitable donations.
- The Beneficiaries and Dependents section lists your eligible beneficiaries and dependents for health coverage.

Pay Information

In the Pay Information section of ESS, you will be able to display and print your Pay Stub. This gives you more information than is provided on your paper pay statement (or pay check). You may also view your direct deposit allocation, and also your earnings and deductions history.

Tax Information

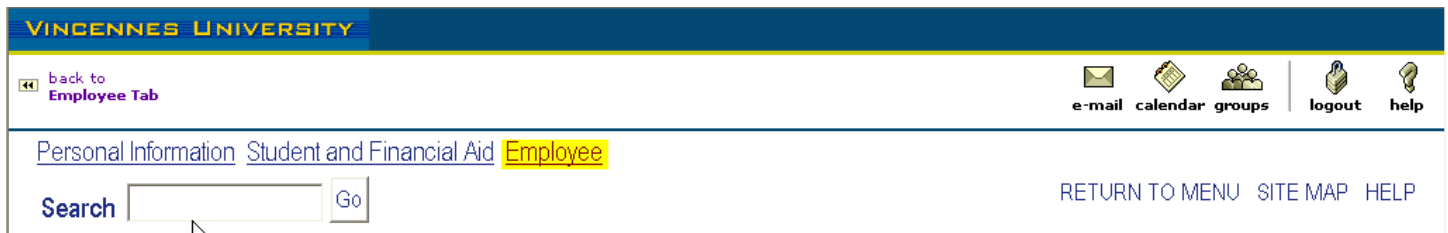
In the Tax Forms section of Employee Self-Service, you will be capable of viewing the following information:

- W-4 Tax Exemptions or Allowances
- W-2 Wage and Tax Statement

Leave Balances

Under the Leave Balances section of ESS, you will be able to view your current leave balances and your leave history. Information available is as of the last date paid (Just as it appeared on your printed pay stub before).

In order to return to the main menu, click on the area shown below at any time during your navigation.



The screenshot shows the top navigation bar of the Vincennes University Employee Self-Service system. The header includes the university name and a "back to Employee Tab" link. Below the header are navigation links for "Personal Information", "Student and Financial Aid", and "Employee" (which is highlighted in yellow). A search bar with a "Go" button is also present. On the right side, there are icons for "e-mail", "calendar", "groups", "logout", and "help". At the bottom right, there are links for "RETURN TO MENU", "SITE MAP", and "HELP".

Help and Support

Help will be available to all ESS users by contacting the individuals below during the hours of 8:00 AM – 4:30 PM on Monday – Friday. If any of your information on the ESS system appears to be incorrect or you have questions about the information that is provided, please contact one of the following immediately. We will be happy to assist you.

Jamie Green
Payroll Office – WAB 124
812-888-5854
812-888-2120 - FAX
jgreen@vinu.edu

Tammy Lundy
Payroll Office – WAB 120
812-888-5314
812-888-2120 - FAX
tlundy@vinu.edu

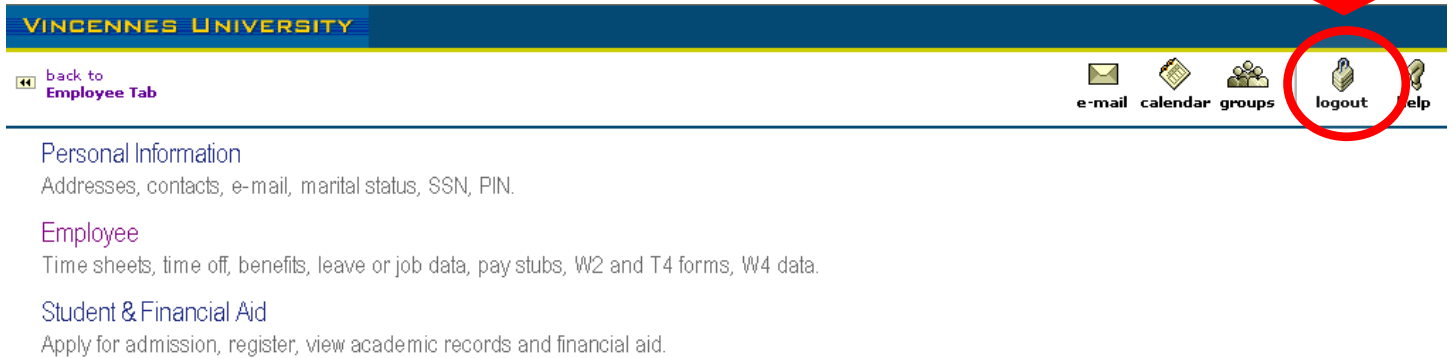
Jeannie Linneweber
Payroll Office – WAB 116
812-888-5313
812-888-2120 – FAX
jlinneweber@vinu.edu

Donna Pfoff
HR Coordinator– WAB 119
812-888-5848
812-888-5055 – FAX
dpfoff@vinu.edu

Rhonda Laue
Benefits Coordinator – WAB 121
812-888-5847
812-888-5055 – FAX
rlaue@vinu.edu

Log Off Procedure

You should always log off of ESS by exiting using the "LOGOUT" link as shown below.



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back to Employee Tab

e-mail calendar groups **logout** help

Personal Information
Addresses, contacts, e-mail, marital status, SSN, PIN.

Employee
Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

Student & Financial Aid
Apply for admission, register, view academic records and financial aid.

You will then be directed to the following screen. If you are not directed to the MyVU homepage within a few moments, click on the area displayed below to ensure your logoff is complete.

Logout

Signing out...one moment please.

Thank you for visiting Campus Pipeline, Jamie Lynn Green.

Click here to [Log In](#) again!

If this page does not disappear after a few seconds, click here to [complete the sign out process](#).



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