

Attention all student employees

You can now view your pay stubs on-line !!

www.creighton.edu/hr/selfservice

Student employees can view their pay stubs, W2's, see the number of allowances they are currently claiming on their W4 tax withholding form and confirm if they are set up for direct deposit. Many students hold multiple jobs on campus and they will see a separate pay stub for each job.

All information is password-protected.

The program is intuitive and easy to follow. Numerous resources including a power point, instruction sheet, FAQ and other information are available on the HR web page at <http://www.creighton.edu/hr/selfservice>

How to sign up:

For the first time **only** follow these steps:

1. After you click on the Employee Self Service site above, scroll to the "Log on to Employee Self Service site" link. The initial sign-on screen appears. In the User Name field, type your **NetID** and in the Password field, type your **Blue Password** and click ok. The system will verify your credentials and ask you for more information to log on to the Oracle Human Resources Information System.

2. Now, in the User Name field, type your **NetID** and in the Password field, this time, type **doit@xxxx** [last 4 digits of your SSN] and click ok.

On return visits, you will sign on with your **NetID** and your **Blue Password**.

Problems logging in? Contact the DoIT Help Desk 402-280-1111