HRSS: Quick Reference Guide

Overview

- The purpose of this quick reference guide is to assist you with your Initial Login and to access HRSS to view or print Payslips & Employee W-2s, after you've completed the Human Resources Self-Service (HRSS) eLearning provided at: *http://oit.siu.edu/ais/hrss-education.php*
- To access HRSS, enter the web address: **hrss.siu.edu**
- The HRSS **Login window** opens.

Login Assistance

- Click the **Login Assistance** link on the Login window to create a Password.
- When the **Login Assistance** window opens, enter your **User Name** and click the **Forgot Password** button.
    - *User Name* for **SIUC** employees = **SIU85xxxxxxx**
    - *User Name* for **SIUSOM** employees = your **entire email address**; UNLESS you are classified as SMC extra help, a Graduate Assistant or Student.
- When the **Confirmation** screen appears, click OK.
- This returns you to the Login screen; after a few minutes, check your email.
- You should have received an Email from **SIU AIS Notification** with a **Subject Line**: *FYI: Password Reset*.
    - Reminder to SIUC employees: The system will send an email to your _____@siu.edu email account.
- Open the email; locate and select the link, **Reset your password**.
    - Ignore non-essential information in the email, e.g. numbers, etc.

Reset Password

- Clicking the *Reset your Password* link in the notification email opens the **Reset Password** window.
- Enter your **Username**.
- Next, create a new **Password,** following the standards listed on the right. Then, enter your New Password, *twice* in the respective fields.
- When finished, click the **Confirm Password** button.
- A **Confirmation** window appears; click the **OK** button.
- The Login screen reappears.
    - Enter your **User Name;** press **Tab.**
    - Enter your new **Password**.
    - Click the **Login** button.

Password Standards are:
- Must be changed every 365 days
- Cannot be reused
- Must be between 16 and 30 characters in length
- May include upper case and lower case letters
- May contain one or more of these special characters: ? .] [} { - ! * + _ ~
- May include spaces
- May be in the form of a passphrase, e.g. "Fido + 1 makes three!"

Avoid the Following:
- DO NOT use passwords derived from your user name.
- DO NOT use names of family, close friends or pets.

Login – Error

- If you enter a wrong User Name or Password, an error appears at the top of your screen.
    - If this happens, make sure you are using the right **User Name**.
        - SIU Carbondale employees should be using their **SIU85xxxxxxx**.
        - School of Medicine employees should be using their **entire email address**, unless classified as a School of Medicine Carbondale extra-help employee, Graduate Assistant or Student.
    - If you think your **Password** is the issue, before you contact a system administrator or SalukiTech, try to Reset your Password according to the *Login Assistance* and *Reset Password* sections of this document.

Home Page – Main Menu

- A successful Login opens your Personal Home Page.
    - **Important:** Use the links at the top of the web pages to navigate in HRSS, rather than your browser buttons.
- From the Home Page Main Menu, click the "…**Employee Online Services"** Responsibility assigned to you.
- This provides access to web page links for your Responsibility; currently **Payslips** and **Employee W-2s**.

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View Payslips

- To access your Payslip, click the **Payslip** link from your Home Page Main Menu.
- The **Employee Online Services** web page opens with the most recent Payslip displayed by default in a PDF file.
- To access an earlier processed Payslip, use the field called: **Choose a Payslip**.
  - Click the **Down Arrow** to the right of the *Choose a Payslip* field.
  - Click on the desired Pay Period.
  - Click the **Go** button to the right of the **Choose a Payslip** field to complete the process.
- The selected Payslip opens for viewing.

Print

Note: *You CANNOT use your Internet Browser Printer options to print your Payslips. A blank document will print.*

- To **Print** the Payslip, click the **Printer** icon on the PDF Toolbar.
  - If the PDF Toolbar does not automatically appear above the Payslip, press the **F8** function key on your keyboard to activate it. Or, mouse over the bottom of the screen until a grey PDF options box appears and then click the Printer icon in the PDF options box.
- A **Printer** dialog window displays based on your default printer settings.
  - Make any necessary changes.
  - Click **OK** to print.

Save

- To **Save** your Payslip, click the **Save** icon on the PDF Toolbar. (*Activate the Toolbar, if necessary*.)
- When the **Save a Copy...** window opens:
  - Locate the **Save in**: field; click the **Down Arrow** to the right of the field and select a location.
  - Click in the **File name:** field, press the Backspace key on your keyboard to erase the field contents. Type a unique *NAME* for the File.
  - In the **Save as type:** field, the default is *Adobe PDF files (*.pdf)*; you will ACCEPT this default type.
  - To complete the process, click **Save**.

View W-2s

Select W-2 Year

- To access your W-2s, click the **Employee W-2** link from your Home Page Main Menu.
- The most recent year's W-2 is displayed by default online in a PDF file.
- To access W-2s from a previous year, click the **Down Arrow** to the right of the **Select Organization/Year** field.
- Then, use the picklist to locate and select the appropriate year for the W-2 needed.
- Click the **Go** button beside the field to display the W-2 on your screen.

W-2 Information

- The W-2 PDF file contains two pages:
  - Page 1 contains all the copies of the W-2 form you receive in mailed documents.
  - Page 2 contains a *Notice to Employee* section and **Instructions for Employee** section.
- Use the Vertical scrollbar or Page Navigation buttons to view all the forms in the file.
- To **Print** or **Save** your W-2s, complete the steps used to Print and Save your Payslips.

IMPORTANT: Due to the possibility of third-party interception of your personal information, emailing Payslips or Employee W-2s is not recommended.

Exit and Logout

- When finished, click **Home** to exit "…Employee Online Services".
- From your Home Page, click **Logout** to exit the system completely.

For help or additional information, contact SalukiTech, 453-5155; or Human Resources, 453-6689, website http://hr.siu.edu/