

Getting Started: Logging In and Out

Overview

Note: Throughout this document, **Human Resources Self-Service (HRSS)** will be used interchangeably with "Employee Online Services" (EOS).

- Access to HRSS has been automatically granted to all SIU employees at SIUC and SIUSOM. Employees now have the ability to login to HRSS and access employment information online; currently, **Payslips** and **Employee W-2s** are available.
- **IMPORTANT:** SIUC employees **MUST** claim their **Network ID (SIU85xxxxxx)** and create a **@siu.edu** email address before accessing HRSS. Employees without a claimed *Network ID* can claim it, as well as create an email address, by accessing the link below and following the online instructions.

<https://netid.siu.edu>

If problems or questions, contact the Computer Help Desk, (453-5155).

- As long as you are employed by SIU, you will have access to Employee Online Services.
 - SIUC employees that begin retirement after September 30, 2012 can continue their access as a retiree.
- *Payslips* and *Employee W-2s* are available in PDF (Portable Document Format) and can be accessed from any computer, on or off Campus.

Accessing HRSS

- To login and access the system, **ALL** SIU employees will enter the web address: **hrss.siu.edu**
 - If you currently have access to AIS Production, your HRSS responsibility will appear on your Main Menu. You can access it when logged in to Production, also.

Initial Login

- The HRSS **Login** window opens.
- The top portion of this window contains:
 - fields for your **User Name** and **Password**,
 - a link for **Login Assistance** to resolve login problems relative to your Password, and
 - an **Accessibility** field used for ADA compliance; IGNORE this option unless you are accustomed to using *Screen Reader Optimized* computer access.
- A **User Name** and **Password** are required for login.
- Your User Name is defined by the respective Campus for which you are employed.
 - **SIUC employees** will enter their **Network ID (SIU85xxxxxx)**
 - **SIUSOM Springfield** employees will enter their **entire** ____@siumed.edu email address.
- During your Initial Login, you will use the **Login Assistance** link to set a unique Password.
- Then, you will return to the Login screen to enter the Login Information and access HRSS.

Create Password Using Login Assistance

- To begin the process of creating a Password from the Login Screen, click the *Login Assistance* link.
- The **Login Assistance** window opens.
- In the **Forgot Password** section:
 - Enter your **User Name** in the respective field.
 - SIUC employees** will enter their *Network ID (SIU85xxxxxx)*
 - SIUSOM Springfield** employees will enter their *entire email address* ____@siumed.edu
 - Click the **Forgot Password** button.

IMPORTANT: For Login Assistance, it is important that SIUC employees use their Google Apps _____@siu.edu email account because that is the email address maintained in the Human Resources (HR) tables. The HR tables are where email addresses are verified in order to fulfill your request.

- A **Confirmation** screen will appear with the following message: "Your password-reset request has been submitted. An email will be sent with instructions, shortly." **Note:** If you don't receive an email within 10-15 minutes, contact your Help Desk. For SIUC that is SalukiTech, 453-5155.
- To close this window, 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**
Subject Line: FYI: Password Reset.
 - Click on the Email to open it.
 - Locate the link, **Reset your password**, and click on it.

Reset Password

- The **Reset Password** window opens.
- First, enter your **User Name**.
- Then, create a new **Password** and enter it *twice* in the respective fields.

IMPORTANT: When creating your password, it is recommended that a combination of letters, numbers and characters be used to make your Password unique. However, since passwords are required to be between 16 and 30 characters, you can create "passphrases" or use sequences of words, rather than a hard to remember, hard to type random password string. Keep your password secure.

- **Password Requirements** 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.


NOTE: When your Password expires in 365 days, the system will prompt you to create a new password.

- To complete the process, click the **Confirm Password** button.
- A **Confirmation** message appears, telling you the Password has been set and you will use it to login to the system.
- Click **OK** to close the Confirmation window.
- The Login screen reappears.
 - Enter your **User Name**
 - Press **Tab** on your keyboard.
 - Enter your **Password**.
 - Click the **Login** button or press **Enter** on your keyboard.

HRSS Home Page

- Your Personal Home Page contains many useful links and is divided into two main areas.
- **Logout, Preferences and Help** links – these links appear in the top, right corner of the Home Page. These links can be found on all HRSS web pages and also at the bottom, center of the page.
- **Login ID** – located beneath the Navigation links on the right side of the Home Page.
- **Main Menu** – located on the left side of the Home Page and is used to access your assigned Responsibility and the “Employee Online Services” web pages.
 - Your Main Menu will contain only one of four Responsibilities associated with “Employee Online Services”.
 - A *Responsibility* is an assigned level of authority that enables you to access employment data online.
 - The Web Page links that enable you to access your HRSS employment information are nested beneath the associated Responsibility.
- **Worklist** – located on the right side of your Home Page is used to view or respond to notifications. *At this time, Worklist functionality is not used by HRSS.*
- **Privacy Statement link** – located in the bottom, left corner of your Home Page. This statement is self-explanatory. Click the Privacy Statement link to review **SIU’s Campus Web Privacy Policy**.

Home Page - Main Menu

- The **Main Menu** area on your Home Page contains the following features.
- **Personalize** button – located in the top right corner of the Main Menu area, opens the *Customize Applications Navigator* web page, which allows users to *Hide* and *Show* Responsibilities on their Main Menu.
 - **CAUTION:** If you have only one Responsibility and you *Hide* it, then your Home Page will re-appear with a blank Main Menu. A tiny note appears under the Personalize button stating: *“There are no active responsibilities available for this user.”*
- Your Main Menu will list *one* of the following Responsibilities for “...Employee Online Services”.
 - **SIU Former Employee Online Services**
 - **SIUC Employee Online Services**
 - **SIUC Student Employee Online Services**
 - **SIUSOM Employee Online Services**
- Functions/web pages for the Responsibilities are nested on the Main Menu.
- To access these, you will **SINGLE click** on the **(+) plus** in front of a Responsibility.
 - A **SINGLE** click on the **(-) minus** in front of the Responsibility will next the functions again.
- At this time two options are available, **Payslip** and **Employee W-2** forms.
 - The **Page** icon  in front of the links represents a web page.
- Click on the **Payslip** or **Employee W-2** link to open the respective web page

“...Employee Online Services” Web Page

- The “...Employee Online Services” web-based application will open. The title of this page reflects the Responsibility chosen on the Main Menu.
- A **Navigator** option and **Home** link have been added to the top of the page.

NOTE: This completes the steps to Login; please review the steps below to properly **Logout** of the system.

Exit and Logout

- There are several steps to perform before you are completely logged out of the system.

IMPORTANT: If you leave the session inactive for 45 minutes, you will be automatically timed-out of the system. You will have to re-enter your Password to continue.

Exit

- When you've finished working with the HRSS web pages, **Exit** the application by clicking the **Home** link.
 - You are returned to your Home Page; *however, your User Name still appears in the system as active.*

Logout

- From your Home Page, click the **Logout** link to completely exit the system.
- When you have completely logged out, the **Login** window will re-appear.
- To exit this window, close your browser.