Southern Illinois University CARBONDALE

HRSS: Quick Reference Guide

Payslips | W2s | Disability/Veterans

Overview

- The purpose of this quick reference guide is to assist you with your Initial Login and to access HRSS information 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.

IMPORTANT: You may use the link at the top of this page to quickly access specific information in this document.

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**.
    - o SIU Carbondale employees should be using their **SIU85xxxxxxx**.
    - o 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.

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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**.

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.

Disclose Disability/Veterans Status
Submit Form

- To change your disability/veterans status, click the **Disclose Veteran Status or Disclose Disability Status** link from your Home Page Main Menu.

- For the Veterans Status choose whether to disclose your Veteran Status. If you are a veteran you can opt to choose your Veteran classification and provide your discharge date if applicable.

- Click **Submit** to complete the form.

- For the Disability Status choose whether to disclose your Disability Status. Click **Submit** to complete the form.

IMPORTANT: If you are unable to properly view the form; or, the submit buttons do not display on the form, refer to the section, How to Check your Browser Settings, at the end of this document.

- After the form has been submitted, you should receive the confirmation message shown below.

- Click the **OK** button to close the Disclose Veteran Status window.
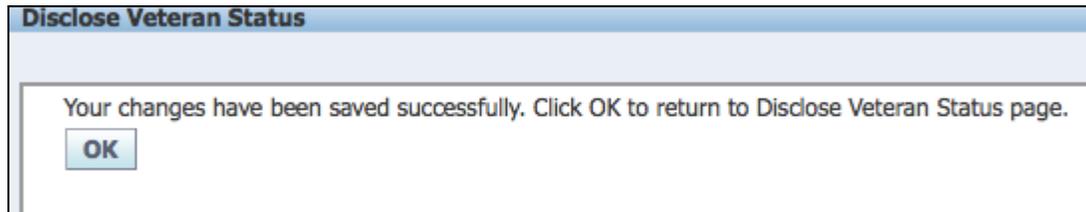
Disclose Veteran Status

Your changes have been saved successfully. Click OK to return to Disclose Veteran Status page.

OK

Figure 1: Message that verifies the changes for Veteran Status saved successfully.

Exit and Logout

- When finished, click **Home** to exit "…Employee Online Services".

- From your Home Page, click **Logout** to exit the system completely.

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How to Check Your Browser Settings

(IMPORTANT: This section is not applicable to all of HRSS. The information is specific ONLY to the Disclose Disability/Veteran Status section of this document.)

Firefox Instructions

- Open **Firefox**.
    – NOTE: Activate your Firefox Menu Bar, if not already visible. To activate it, right click on top of the web page and select Menu Bar from the displayed picklist.

- Select the **Tools** menu/ **Options**. The Options window shown below will open.

- Select the **Applications Tab**.

- From the "**Content Type**" column on the left side, locate **Portable Document Format (PDF)** and select it.
    – Then in the **Action** column on the right, use the **Down Arrow** to change the Action to "**Use Adobe Acrobat (in firefox)**, as shown in the screenshot below.

- Click the **OK** button at the bottom of the window to close it.
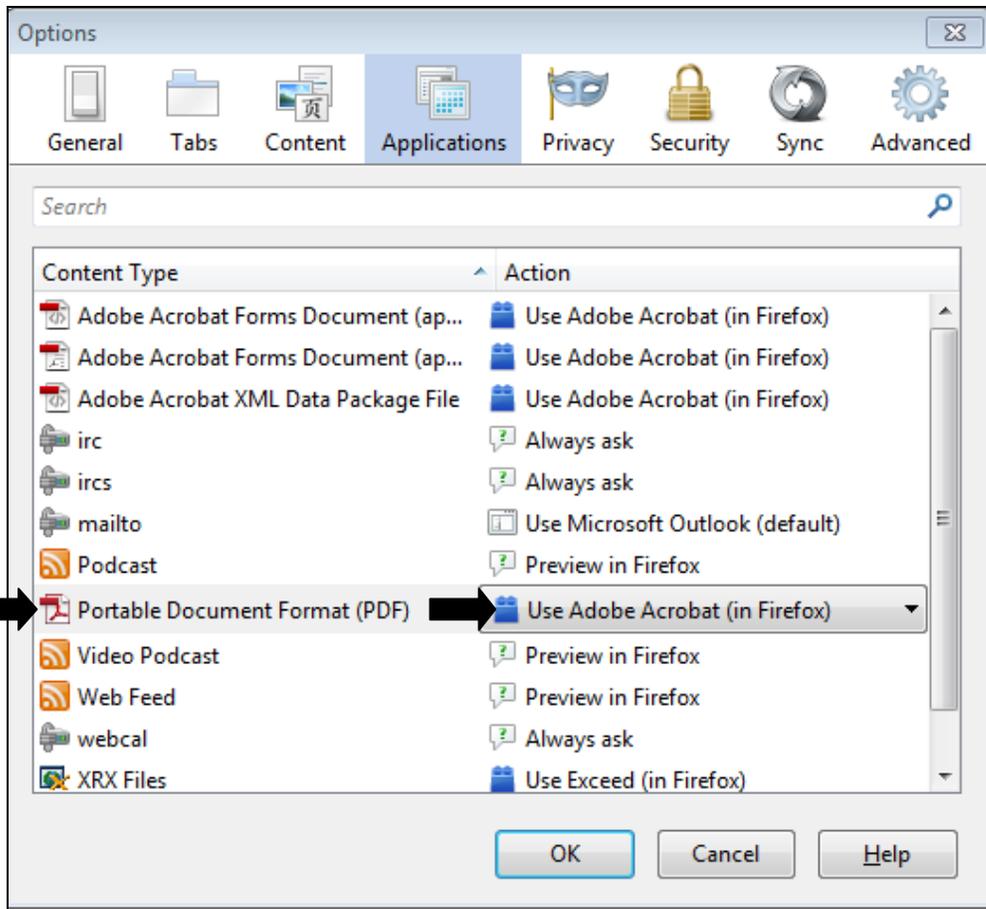

Figure 2: Internet Options Applications Tab

- From the Web Address field at the top of the web page, **Refresh the page** by clicking the "Reload this page" **arrow icon** on the right end of the field, see screenshot below.
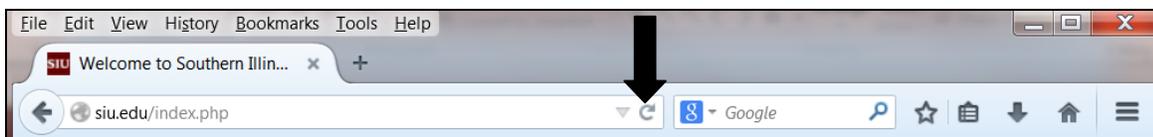

Figure 3: Web Address field with Refresh Arrow

Chrome Instructions

- Open the **Chrome** Browser.

- In the Address field, enter **chrome://plugins**

Figure 4: Chrome Web Address Field

- From the **Plug-ins** listed, ensure that plugins "**Chrome PDF Viewer** is **disabled** and "Adobe Reader" is **enabled**.
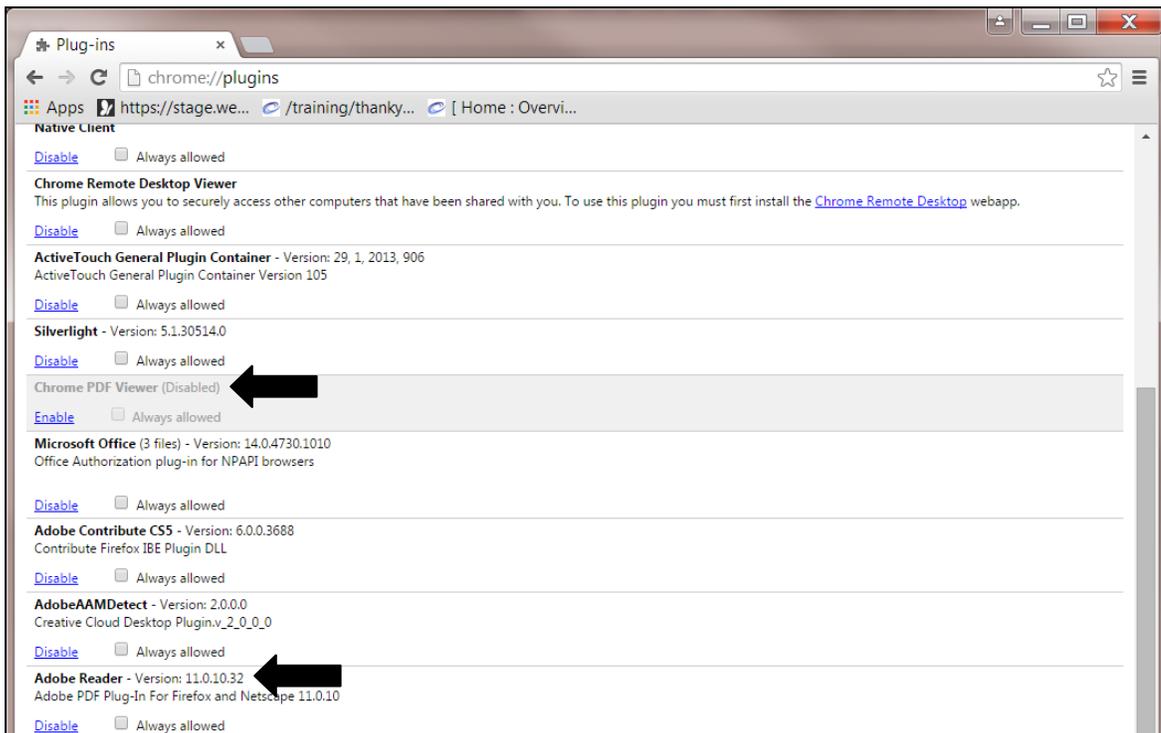 - The sample screenshot below shows Chrome PDF Viewer (Disabled and Adobe Reader (Enabled).

Figure 5: Chrome Plug-ins with Adobe Reader Enabled

- Click the red X window control button in the upper right corner of the Plugins window to close it.

- Your **Chrome** browser is still open. **Refresh the page** by clicking the "Reload this page" **arrow icon** in the upper left top corner of the web page.

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Internet Explorer Instructions

- Open **Acrobat Reader X**.

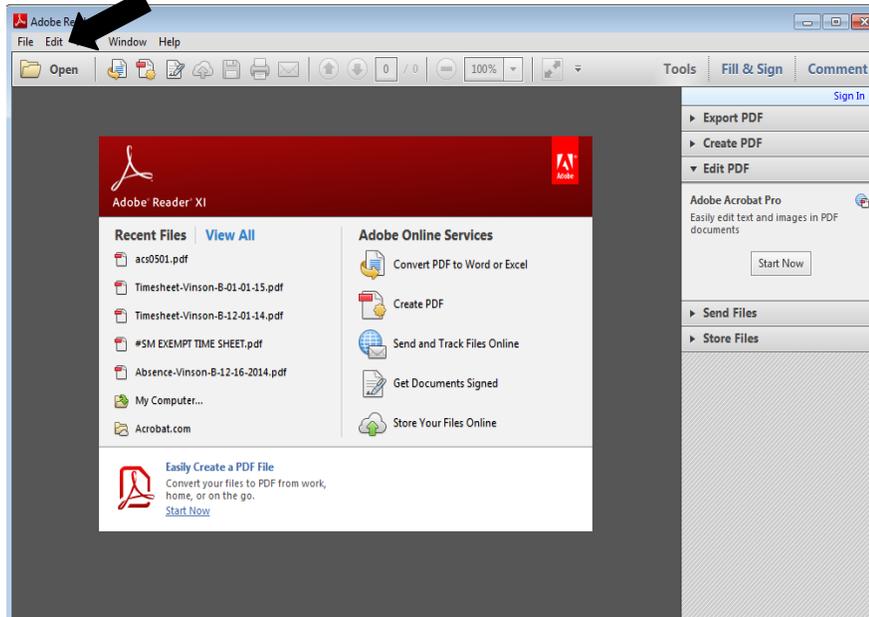- From the **Edit** menu, select **Preferences**.

Figure 6: Adobe Reader Open showing Edit Menu location.

- The **Preferences** dialog box opens, as pictured below. Choose the category "**Internet**".

- On the right under Web Browser Options, **make sure** that the checkbox "**Display PDF in browser**" is checked.
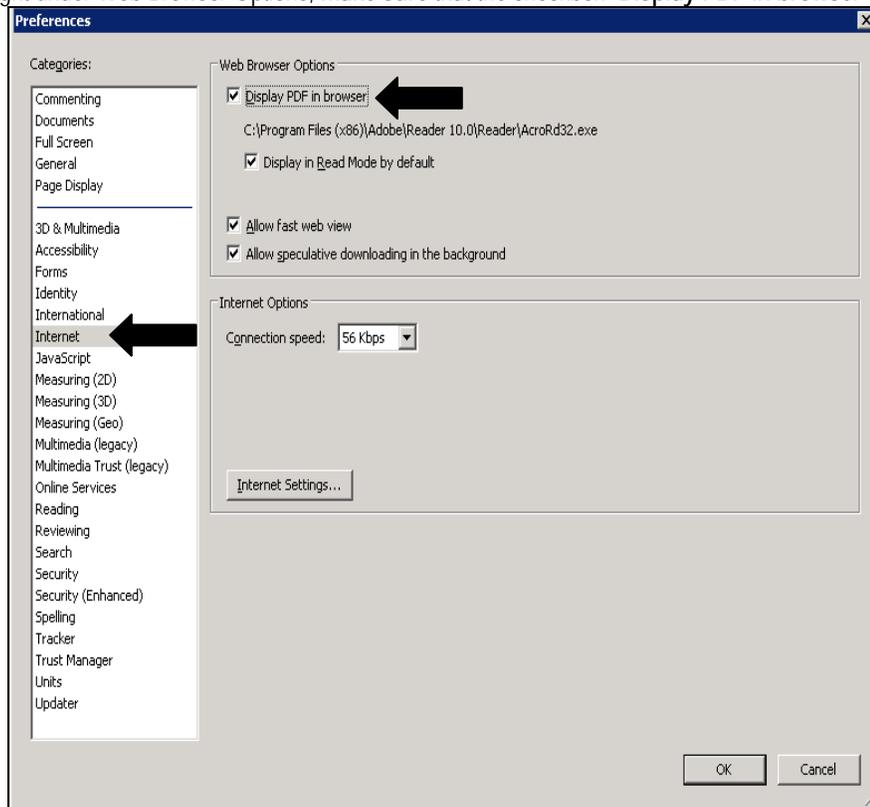

Figure 7: Preferences window showing Internet options.

- Return to Internet Explorer Browser and **Refresh the page**, as previously noted for the other Browsers.

Safari Instructions

- Open the **Safari** Browser and access **Preferences**.

- Click **Security**.

- Locate **Internet** plug-ins and click **Web Settings**.

- **BE sure** the plugin chosen is **Adobe Reader**.

- A section relative to the Adobe Reader Plug-in settings appears on the right.
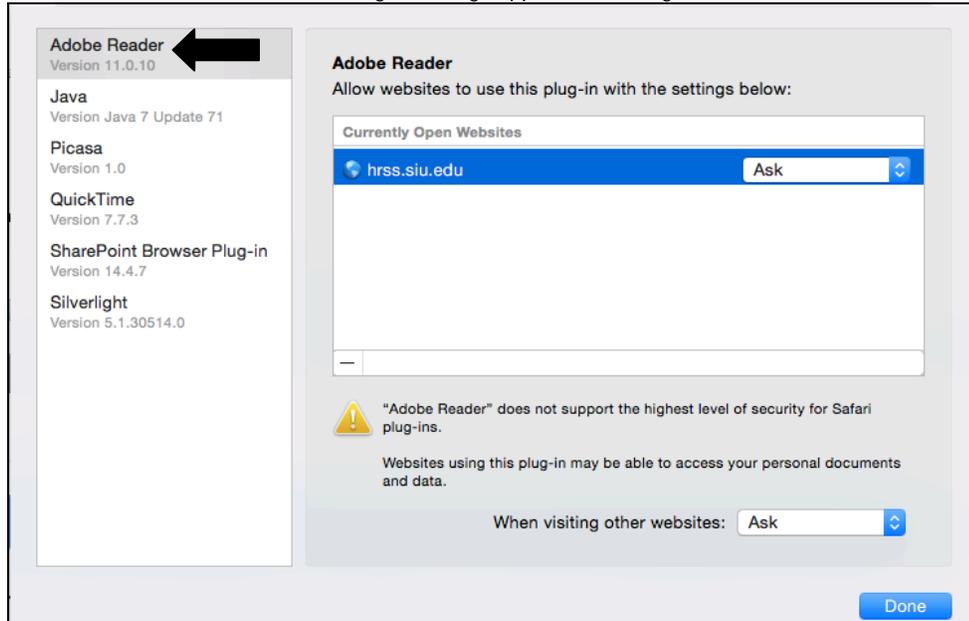
- Under "**Currently Open Websites**" change "Ask" to "Allow" by clicking on the set of arrows to the right.
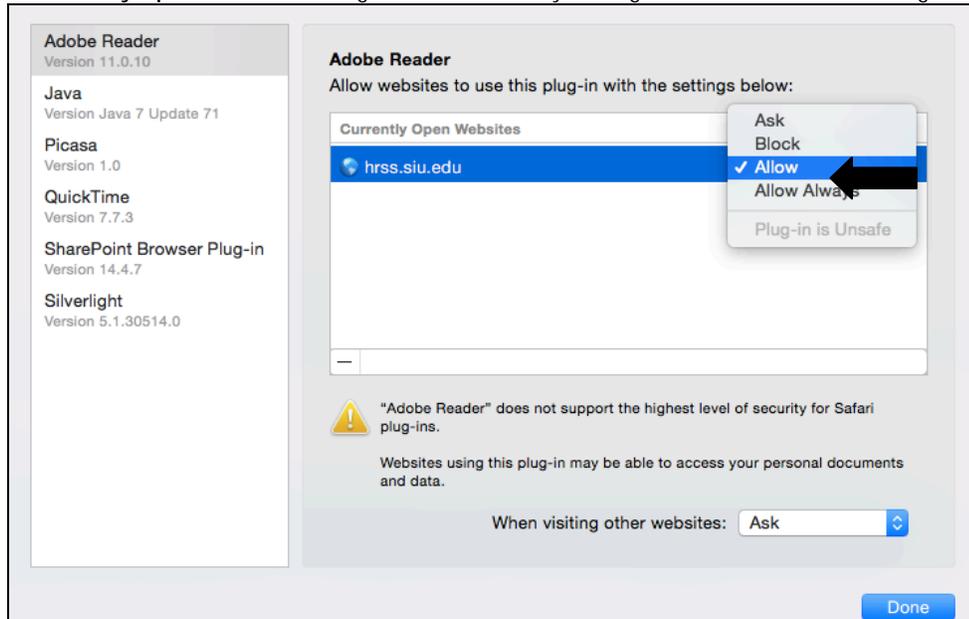
- Click the **Done** button in the bottom right corner of the window to close. Remember to "Refresh the page".

For help or additional information, contact SalukiTech, 453-5155 or call Human Resources 536-3369 or go to the website at: http://hr.siu.edu/