

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 = **SIU85xxxxxx**
 - *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.

Access Expiration

- All Carbondale employees and student employees expire 365 days after departure
- All Carbondale retirees have access that does not expire
- All School of Medicine Carbondale student and extra help employees expire 365 days after departure
- All School of Medicine Springfield employees expire 35 days after departure
- All School of Medicine Carbondale civil service, ap, faculty, and retired employees expire 35 days after departure

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 **SIU85xxxxxx**.

- 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**.

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.

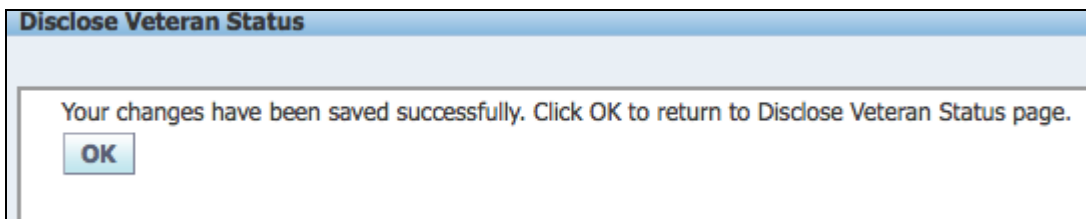


Figure 1: Message that verifies the changes for Veteran Status saved successfully.

Exit and Logout

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

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.

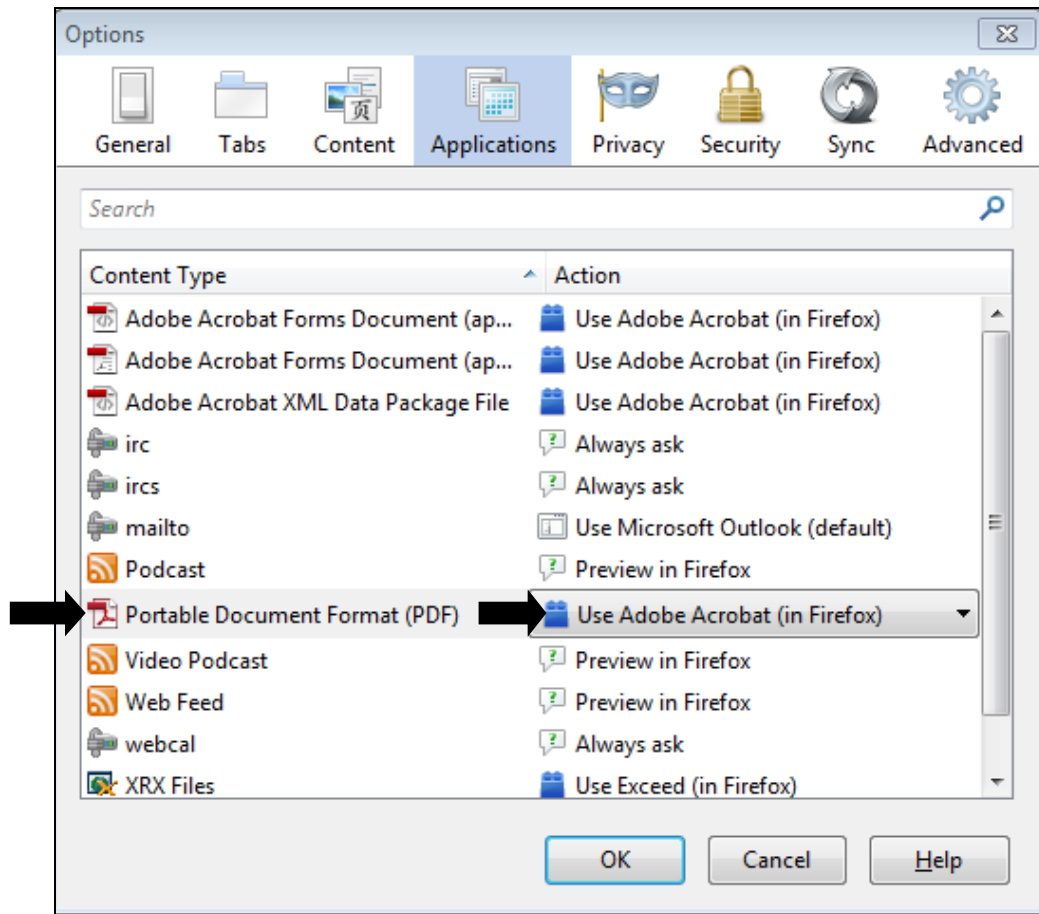



Figure 2: Internet Options Applications Tab

- 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.

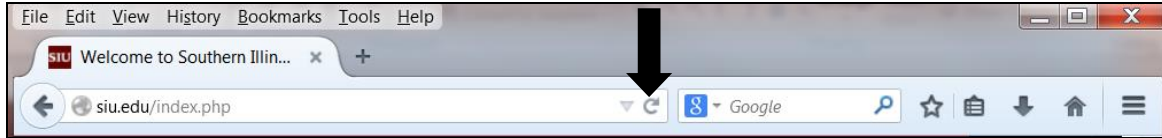


Figure 3: Web Address field with Refresh Arrow

Chrome Instructions

- Open the **Chrome** Browser.
- In the Address field, enter **chrome://plugins**

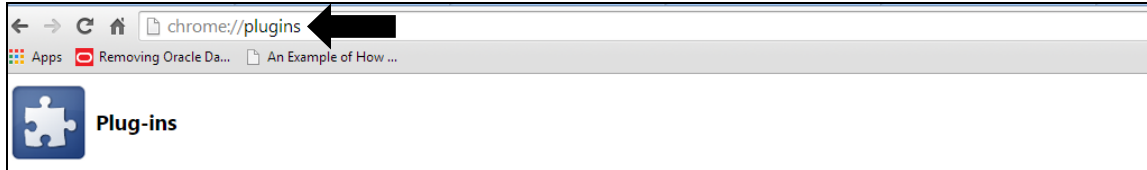


Figure 4: Chrome Web Address Field

- 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).

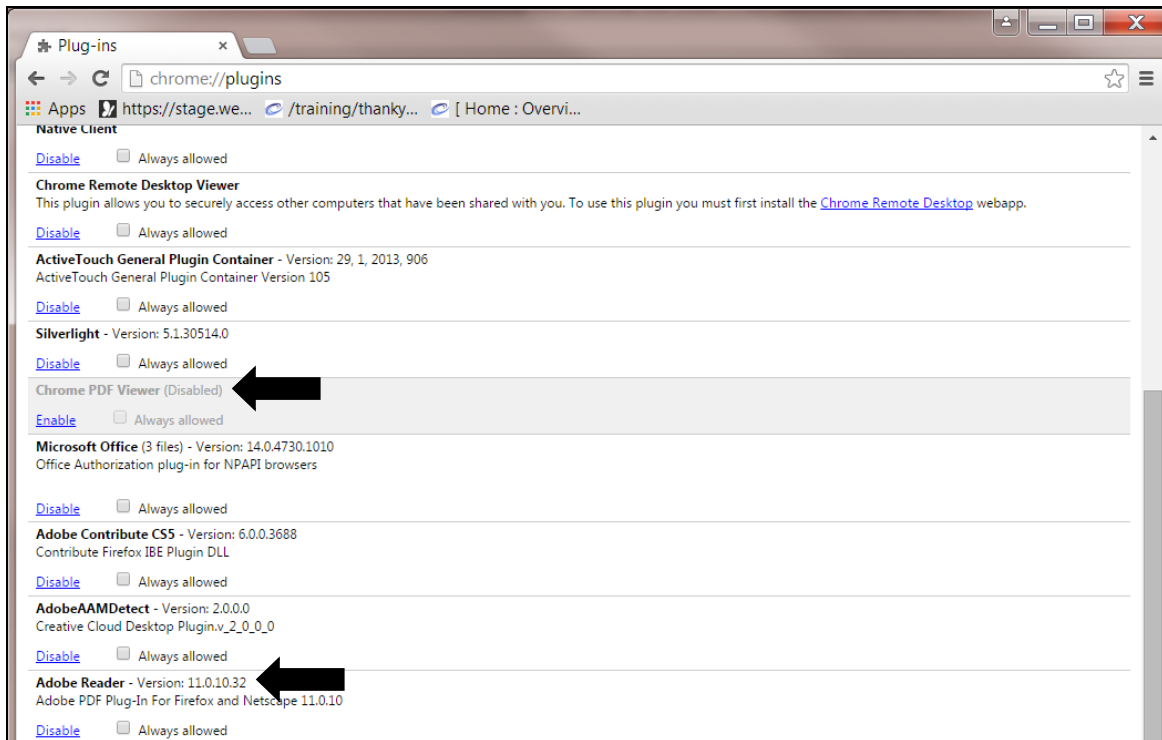



Figure 5: Chrome Plug-ins with Adobe Reader Enabled

- 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.

Internet Explorer Instructions

- Open **Acrobat Reader X**.
- From the **Edit** menu, select **Preferences**.

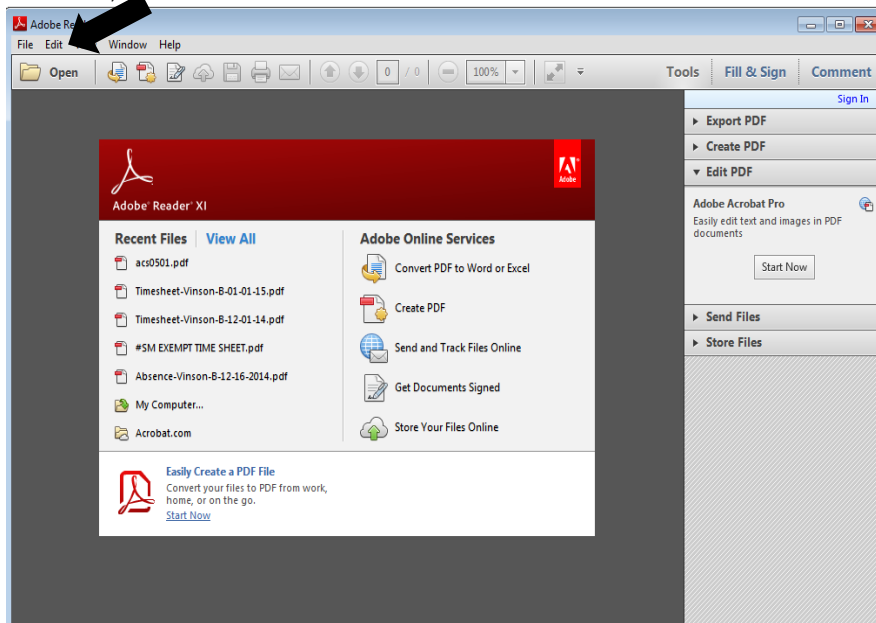


Figure 6: Adobe Reader Open showing Edit Menu location.

- 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.

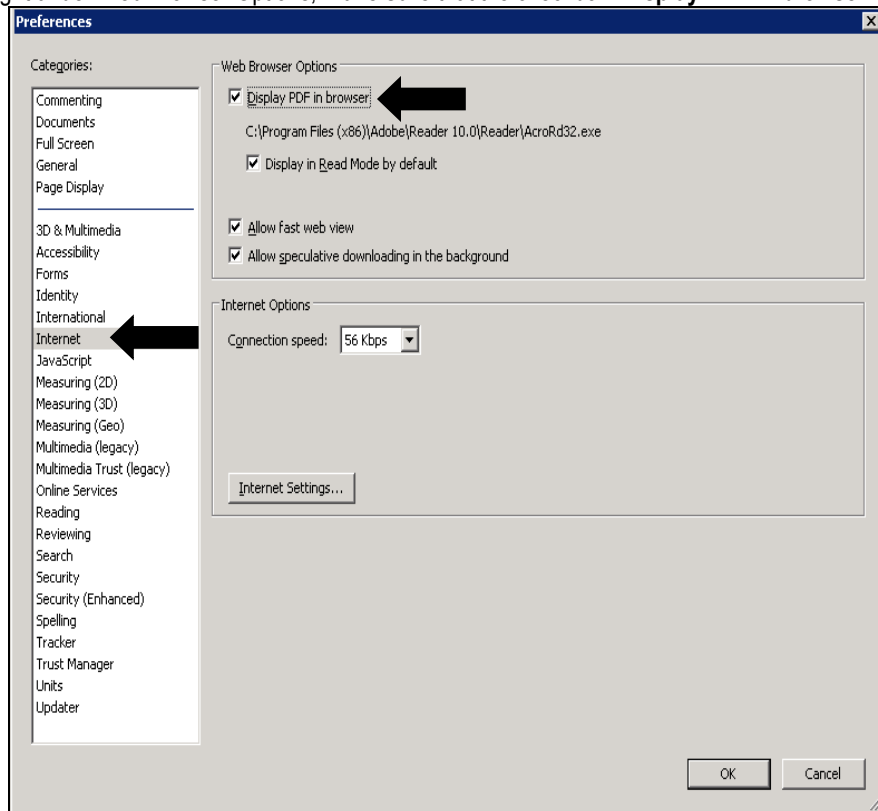
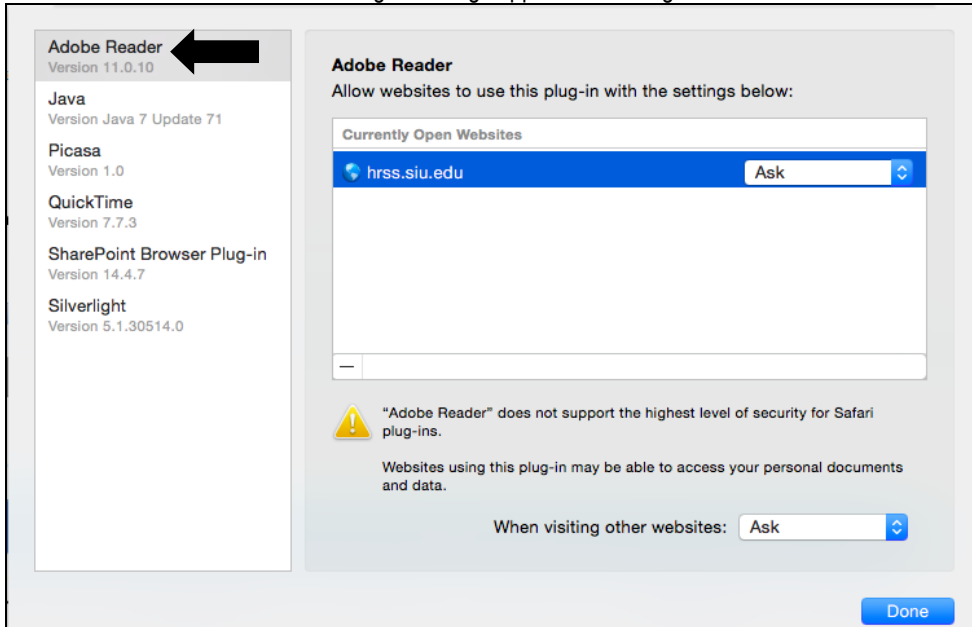


Figure 7: Preferences window showing Internet options.

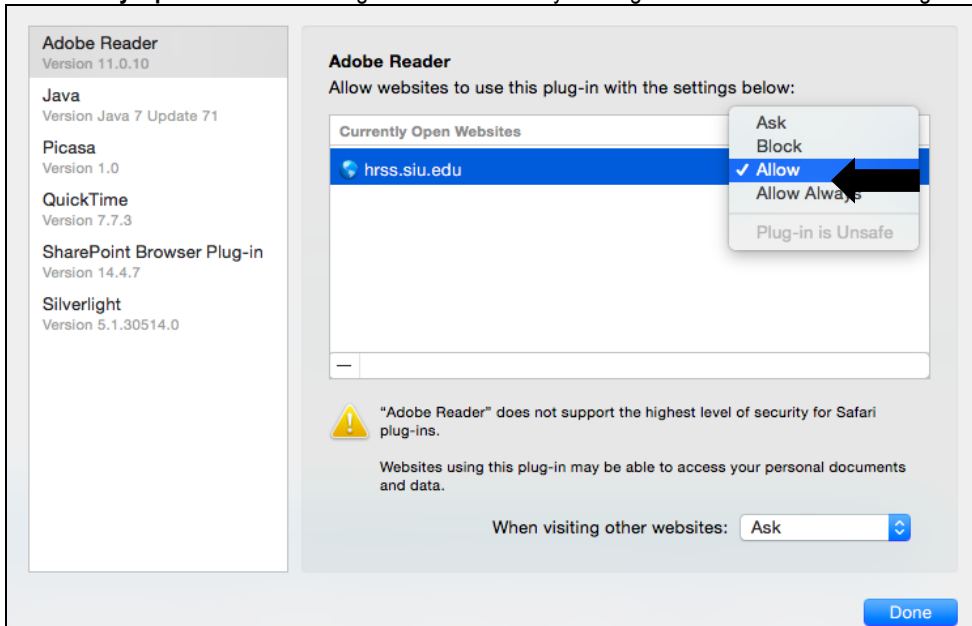
- Return to Internet Explorer Browser and **Refresh the page**, as previously noted for the other Browsers.

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)

