

PeopleSoft, Version 8.9, enables employees to view personnel information and payroll information.

In order to access your personal information on-line, you must have a PeopleSoft account established at Clarkson. This is automatically created for new employees. Contact the HelpDesk in OIT, second floor of the ERC if you are unsure of your User ID, password, or are having other problems logging in. You can also reach them by phone (315-268-4357; xHELP) or email at HelpDesk@clarkson.edu.

The best way to learn your way around, is to try every link to see what information is available. Below are highlights, or special considerations related to some of the links.

Note, technical questions or problems should be referred to the OIT HelpDesk (HelpDesk@clarkson.edu). Questions or corrections about your address or other personal information should be referred to Human Resources.

Log-in to PeopleSoft

You will log-in to PeopleSoft as you have in the past. From Clarkson's home page -- <http://www.clarkson.edu> -- then Faculty and Staff, then PeopleSoft. Or you can go there directly: <http://www.clarkson.edu/peoplesoft.html>. The password is tied to your Active Directory password (AD), so you will use the same password that you do for your desktop log-in. Your PeopleSoft password will change when you change your AD password.

New look

PeopleSoft 8.9 is designed around left-hand navigation, with major components accessible down the column on the left, with drop-down items visible by clicking on the arrows to the left of the category.

The screenshot displays the PeopleSoft Employee Self-Service interface. At the top left is the Clarkson University logo. In the top right corner, there are links for "Change Password", "Add to Favorites", and "Sign out". A "Menu" dropdown is open on the left, showing "My Favorites", "Self Service" (selected), "Personal Information", and "Payroll and Compensation". The main content area is titled "Main Menu > Self Service" and contains two primary sections: "Personal Information" with a sub-link for "Personal Information Summary", and "Payroll and Compensation" with sub-links for "View Paycheck" and "W-4 Tax Information".

Personal Information

Personal information Summary

This page shows a summary of your personal information:

Personal Information

Clarkson Employee

Name

Clarkson Employee

Addresses

<u>Address Type</u>	<u>Status</u>	<u>As Of</u>	<u>Country</u>	<u>Address</u>
Home	Current	05/13/2008	USA	1 Clarkson Avenue Potsdam, NY 13676 St Lawrence
Local	Current	05/13/2008	USA	1 Clarkson Avenue Potsdam, NY 13676 St Lawrence

Phone Numbers

<u>Phone Type</u>	<u>Phone Number</u>	<u>Extension</u>	<u>Preferred</u>
Campus	315/268-1111		<input checked="" type="checkbox"/>
Home	315/265-1111		<input type="checkbox"/>

Emergency Contacts

<u>Name</u>	<u>Relationship to Employee</u>	<u>Primary Contact</u>
Clarkson Employee Spouse	Spouse	<input checked="" type="checkbox"/>

Email Addresses

<u>Email Type</u>	<u>Email Address</u>	<u>Preferred</u>
Campus	cemployee@clarkson.edu	<input checked="" type="checkbox"/>

Marital Status

Marital Status: Married As of: 01/01/1982

Ethnic Groups

<u>Description</u>	<u>Primary</u>
Hispanic	<input checked="" type="checkbox"/>

Employee Information

Gender: Female
Date of Birth: 01/01/1958
Birth Country: United States
Birth State: New York
Social Security Number: 111-22-3333
Smoker: Non Smoker
Date Entitled to Medicare:
Military Status:
Original Start Date: 05/13/2008
Highest Education Level: I-Master's Level Degree

Contact the Human Resources department if any of your Employee Information is incorrect.

Payroll and Compensation

View Paycheck

This view allows you to see the most recent paycheck receipt with the functionality of viewing prior paycheck information. Note: Additional information such as earnings, deductions, etc. is also available for viewing.

View Paycheck

Clarkson Employee

Company:
Clarkson University

Address:
8 Clarkson Avenue
Potsdam, NY 13699

Net Pay:
Pay Begin Date: 04/06/2008
Pay End Date: 04/19/2008
Check Date: 04/25/2008

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General

Name:	Business Unit:	CLKSN
Employee ID:	Pay Group:	
Address:	Department:	
	Location:	
	Job Title:	
	Pay Rate:	

To see information on past paychecks, click on this link.

View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Selection

<u>Pay Period End Date</u>	<u>Company</u>	<u>Net Pay</u>
2008-04-19	Clarkson University	
2008-04-05	Clarkson University	
2008-03-22	Clarkson University	
2008-03-08	Clarkson University	
2008-02-23	Clarkson University	
2008-02-09	Clarkson University	
2008-01-26	Clarkson University	
2008-01-12	Clarkson University	
2007-12-29	Clarkson University	

W-4 Tax Information

View your current withholding allowances. Note: As this is view only you can not change or enter information to this form at this time, changes must be made through the Payroll Department.

W-4 Tax Information

Clarkson Employee
Clarkson University

Social Security #: 111-22-3333

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

1 Clarkson Avenue
Potsdam NY 13676

Mailing Address

1 Clarkson Avenue
Potsdam NY 13676

W-4 Tax Data

Enter total number of Allowances you are claiming: 0

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for 2008 and I certify that I meet

BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check 'Exempt' here if you meet both conditions.

Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.