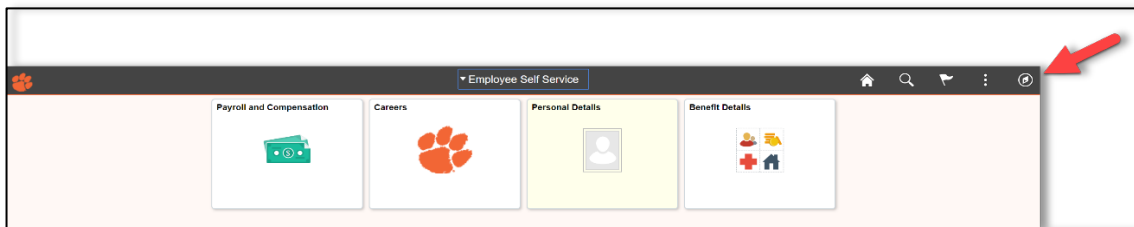


# Additional Information

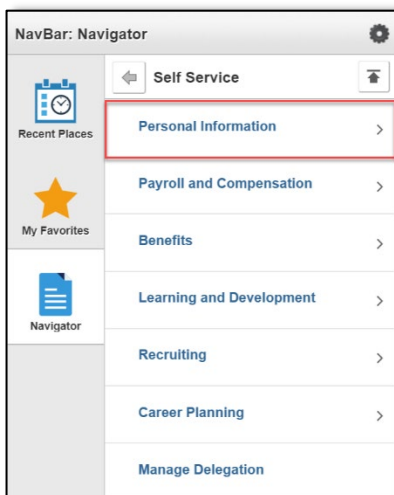
---

Upon completion of this task, you will be able to verify additional information in your record.

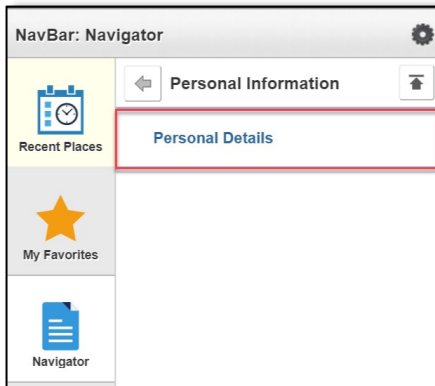
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



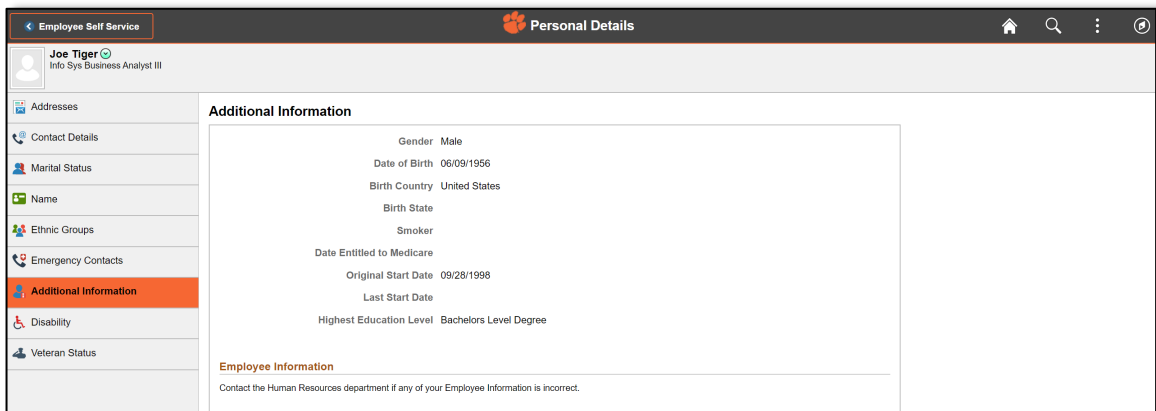
2. Navigate to **Self Service** > **Personal Information**.



3. Navigate to **Self Service > Personal Information > Personal Details**.



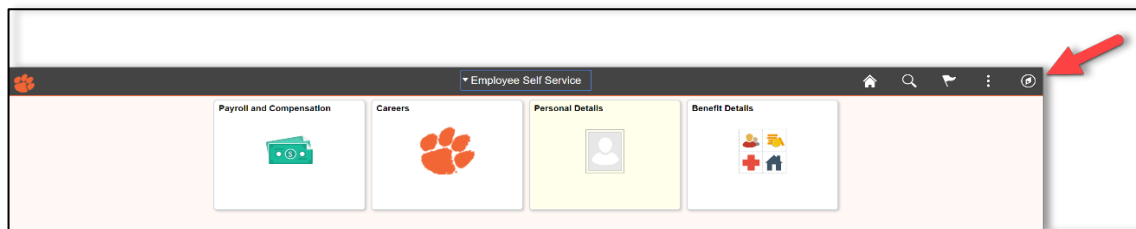
4. Select **Additional Information** to verify additional employee information. If the information is incorrect, please contact Clemson University Human Resources.



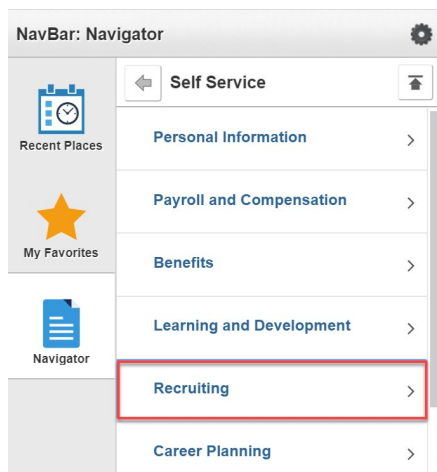
# Internal Applicant Apply for Job – w/an existing resume.

Upon completion of this task, you will be able to apply for a job with an existing resume.

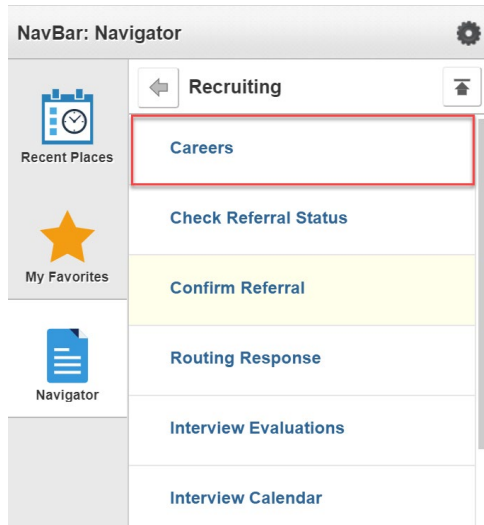
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



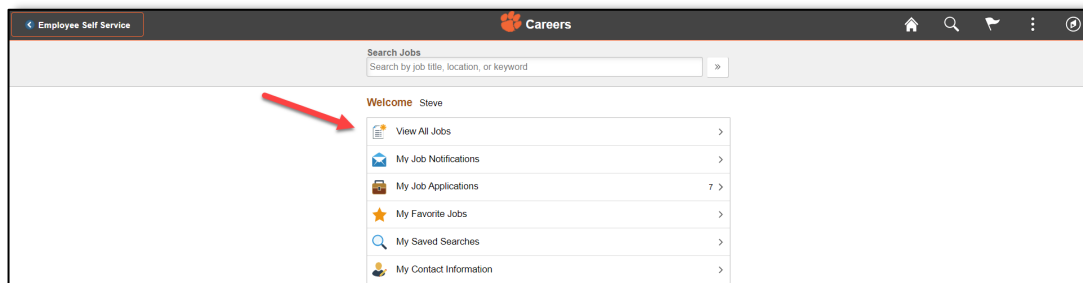
2. Navigate to **Self Service** > **Recruiting**.



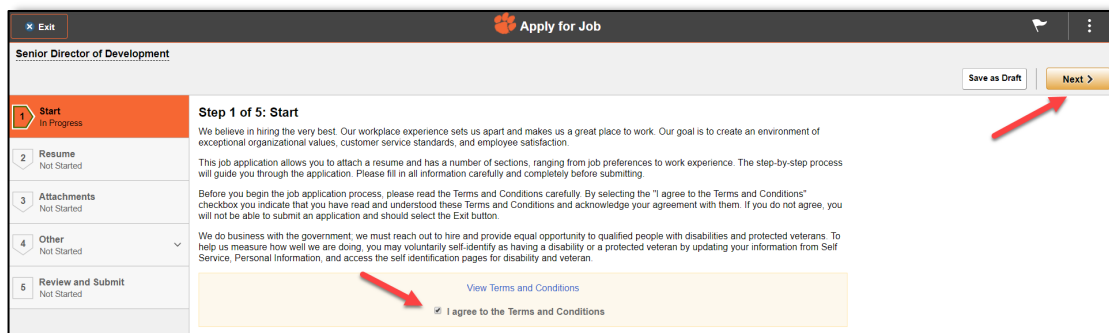
3. Navigate to **Self Service > Recruiting > Careers**.



4. Select **View All Jobs** and select the position that you would like to apply for.



5. To start the process of applying for this job, you must agree to the terms and conditions in **Step 1 of 5**, then select **Next** in the top right hand corner.



6. **Step 2 of 5** allows you to attach a new **Resume** and **Cover Letter**. To attach an existing resume, select **Use Existing Resume**. To attach the cover letter, select **Attach Cover Letter**. Once you have uploaded the existing resume and cover letter, select **Done**. Once you have completed this step, select **Next**.

The screenshot shows the 'Apply for Job' interface for the position 'Senior Director of Development'. The progress bar indicates 'Step 2 of 5: Resume' is in progress. Under 'Resume Attachment', the text says 'You have not provided a resume.' Below this are two buttons: 'Attach Resume' and 'Use Existing Resume'. A red arrow points to the 'Use Existing Resume' button. Under 'Cover Letter Attachment', the text says 'You have not provided a cover letter.' Below this is a button labeled 'Attach Cover Letter'. Navigation buttons include 'Save as Draft', '< Previous', and 'Next >'.

7. Select the resume you wish to use and select **Next**.

This screenshot shows the 'Resume Attachment' section after a file has been selected. The text '\*Resume Title' is followed by a text box containing 'My\_Resume.docx'. Below that, 'Attached File My\_Resume.docx' is displayed with a blue link 'Change Resume' underneath. A red arrow points to the 'Change Resume' link. The 'Cover Letter Attachment' section remains empty with the text 'You have not provided a cover letter.' and the 'Attach Cover Letter' button. Navigation buttons are 'Save as Draft', '< Previous', and 'Next >'.

The 'File Attachment' dialog box is shown. At the top right, there is a 'Done' button, which is highlighted by a red arrow. The main area is titled 'Choose From' and contains two options: 'My Device' (represented by a computer and phone icon) and a file named 'My Cover Letter.docx' with a file size of 11KB. At the bottom right of the dialog, there is a green progress bar and the text 'Upload Complete'.

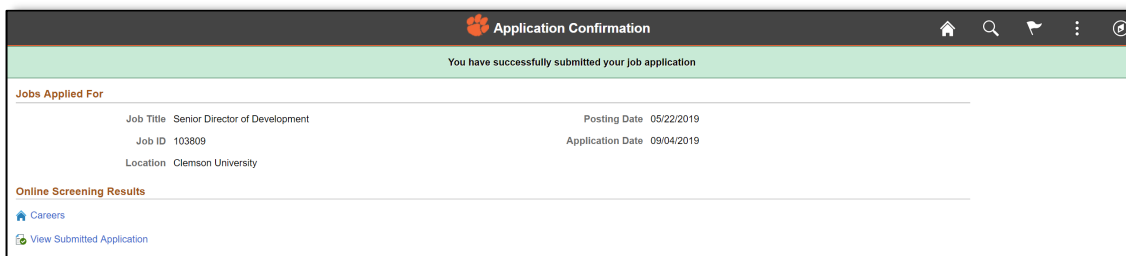
8. **Step 3 of 5** allows you to add any other attachments. Once you have completed this step, select **Next**.

9. Complete the required **Questionnaire** in **Step 4 of 5**. Once you have completed this step, select **Next**.

10. Complete the section **“How did you find out about us?”** Select **Next**.

11. **Step 5 of 5: Review and Submit** your application.

## 12. Verify **Jobs Applied For.**

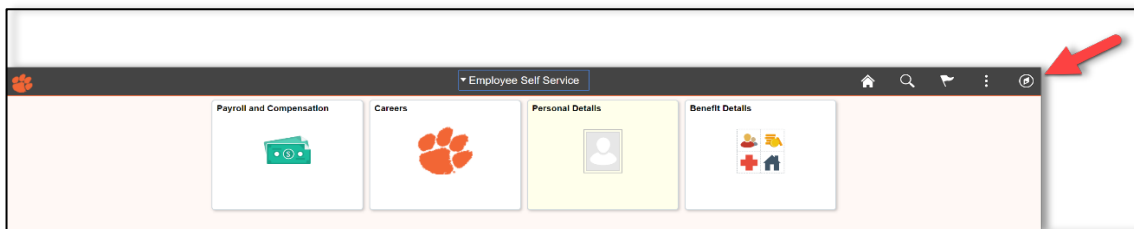




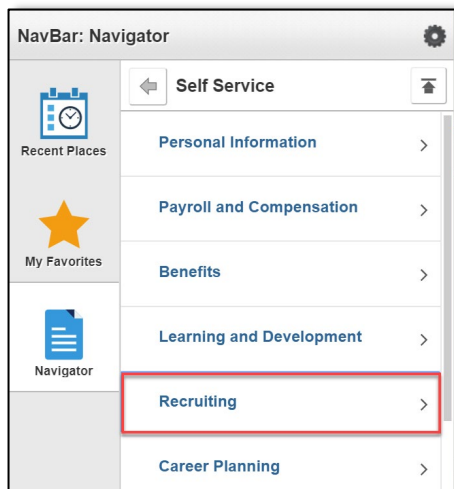
# Internal Applicant Apply for Job – w/a new resume.

Upon completion of this task, you will be able to apply for a job with a new resume.

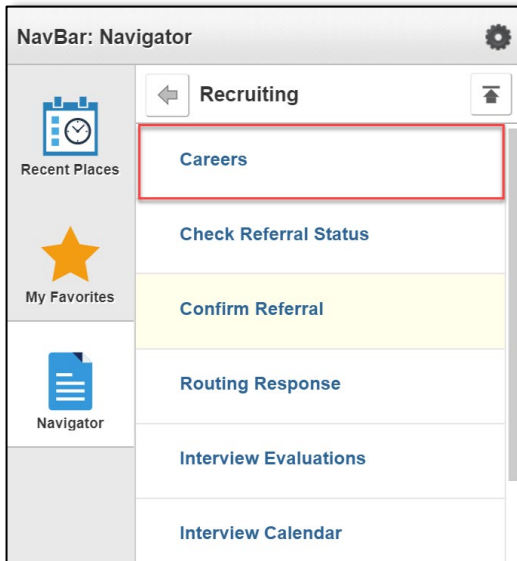
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



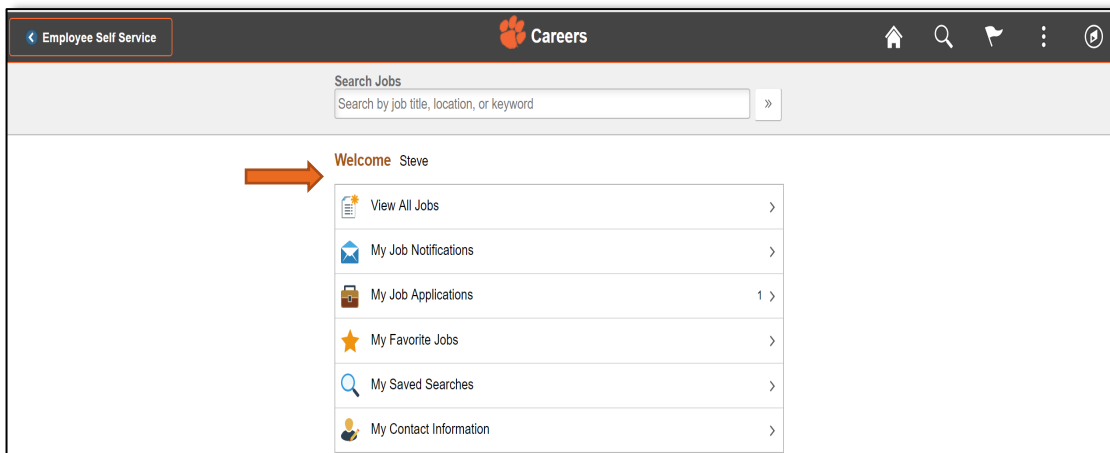
2. Navigate to **Self Service** > **Recruiting**.



3. Navigate to **Self Service > Recruiting > Careers**.



4. Select **View All Jobs** and select the position that you would like to apply for.



- To start the process of applying for this job, you must agree to the terms and conditions in **Step 1 of 5**, then select **Next** in the top right hand corner.

**Senior Director of Development**

Exit Apply for Job

Save as Draft Next >

**1 Start**  
In Progress

**Step 1 of 5: Start**

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

**2 Resume**  
Not Started

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

**3 Attachments**  
Not Started

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

**4 Other**  
Not Started

We do business with the government, we must reach out to hire and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating your information from Self Service, Personal Information, and access the self identification pages for disability and veteran.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

6. **Step 2 of 5** allows you to attach a **Resume** and **Cover Letter**. To attach a resume, select **Attach Resume**. To attach the cover letter, select **Attach Cover Letter**. Once you have uploaded the resume and cover letter, select **Done**. Once you have completed this step, select **Next**.

The screenshot shows the 'Apply for Job' interface for the position 'Senior Director of Development'. The progress bar indicates that Step 2, 'Resume', is currently 'In Progress'. The interface is divided into two main sections for attachments:

- Resume Attachment:** A message states 'You have not provided a resume.' Below this is a button labeled 'Attach Resume'.
- Cover Letter Attachment:** A message states 'You have not provided a cover letter.' Below this is a button labeled 'Attach Cover Letter'.

Navigation buttons at the top right include 'Save as Draft', '< Previous', and 'Next >'. A sidebar on the left lists the five steps: 1. Start (Complete), 2. Resume (In Progress), 3. Attachments (Not Started), 4. Other (Not Started), and 5. Review and Submit (Not Started).

The 'File Attachment' dialog box is shown, allowing the user to choose a file from their device. A red arrow points to the 'Done' button in the top right corner. The dialog displays the following information:

- Choose From:** An icon for 'My Device' is visible.
- Selected File:** 'My Cover Letter.docx' with a file size of 11KB.
- Status:** A green progress bar at the bottom indicates 'Upload Complete'.

The screenshot shows the 'Apply for Job' interface after the files have been successfully uploaded. The progress bar now shows Step 2, 'Resume', as 'In Progress'. The attachment sections are updated as follows:

- Resume Attachment:** The message 'You have not provided a resume.' is replaced with input fields for '\*Resume Title' (My\_Resume.docx) and 'Attached File' (My\_Resume.docx). A 'Change Resume' link is provided below.
- Cover Letter Attachment:** The message 'You have not provided a cover letter.' is replaced with input fields for '\*Description' (My\_Cover\_Letter.docx) and 'Attached File' (My\_Cover\_Letter.docx). A 'Change Cover Letter' link is provided below.

The 'Next >' button is now highlighted in yellow, indicating it is the next step in the process.

7. **Step 3 of 5** allows you to add any other attachments. Once you have completed this step, select **Next**.

The screenshot shows the application interface for the Senior Director of Development position. The progress bar on the left indicates that Step 3, 'Attachments', is currently 'In Progress'. The main content area is titled 'Step 3 of 5: Attachments' and contains the text 'Attachments' and 'You have not added any attachments.' Below this text is a button labeled 'Add Attachment'. At the top right, there are buttons for 'Save as Draft', '< Previous', and 'Next >'. The browser tab is labeled 'Exit' and the page title is 'Apply for Job'.

8. Complete the required **Questionnaire** in **Step 4 of 5**. Once you have completed this step, select **Next**.

The screenshot shows the application interface for the Senior Director of Development position, now at Step 4 of 5: 'Other - Questionnaire'. The progress bar on the left indicates that Step 4 is 'In Progress'. The main content area is titled 'Step 4 of 5: Other - Questionnaire' and contains a 'Questionnaire (Required)' section with six multiple-choice questions. Below the questions is an 'Open Ended Questions (Required)' section with two text input fields. Each input field has a 'Word Count' and 'Total Words' indicator. At the top right, there are buttons for 'Save as Draft', '< Previous', and 'Next >'. The browser tab is labeled 'Exit' and the page title is 'Apply for Job'.

**Questionnaire (Required)**

1. Are you legally authorized to work in the United States?
  - Yes
  - No
2. State Law prohibits employment with the state for people who have defaulted on certain student loans, unless satisfactory repayment arrangements have been made. Are you currently in default on a student loan?
  - Yes
  - No
3. Are you now, or have you ever been employed by the State of South Carolina?
  - Yes
  - No
4. Do you have a bachelor's degree?
  - Yes
  - No
5. Do you have any relatives employed with the State of South Carolina?
  - Yes
  - No
6. Are you at least 18 years of age?
  - Yes
  - No

**Open Ended Questions (Required)**

1. Have you ever been terminated or forced to resign from any job? If yes, please explain. If no, type "No"
 

No

Word Count: Total Words: 0
2. Have you ever been convicted of any unlawful offense, other than a minor traffic violation? If yes, please explain. If no, please type "No" in the box below.
 

No

Word Count: Total Words: 0

9. Complete the section **“How did you find out about us?”** Select **Next**.

The screenshot shows the application form for the position of Senior Director of Development. The progress bar on the left indicates that steps 1 through 4 are complete, and step 5 is not started. The current step is 'Step 4 of 5: Other - How did you find out about us?'. The 'Referrals' section is active, with a dropdown menu for 'How did you learn of the job?' set to 'Other Source (provide specific source below)'. The 'Specific Referral Source' field contains the text 'Neighbor'. Navigation buttons include 'Save as Draft', '< Previous', and 'Next >'. The job title 'Senior Director of Development' is displayed at the top left.

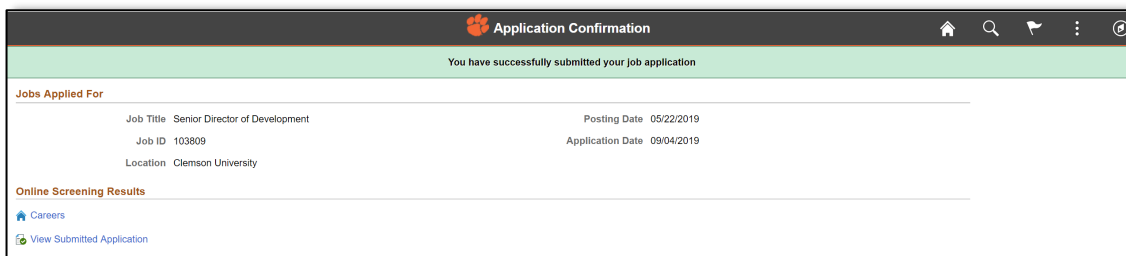
10. **Step 5 of 5: Review and Submit** your application.

The screenshot shows the 'Review and Submit' step of the application process. The progress bar on the left highlights step 5 as 'In Progress'. The main content area is titled 'Step 5 of 5: Review and Submit' and includes a warning: 'Review your application and make any changes before submitting.' The form is organized into several sections, each with a 'Modify' link:

- My Contact Information:** Displays fields for Email, Address (123 Maple St, Clemson, SC 29631), Phone (864/656-3236), and Contact Method.
- Online Screening Notice:** A section for providing an online screening notice.
- Resume Attachment:** Shows the Resume Title as 'MyResume.docx' and the Attached File as 'My\_Resume.docx'.
- Cover Letter Attachment:** Shows the Description as 'My\_Cover\_Letter.docx' and the Attached File as 'My\_Cover\_Letter.docx'.
- Attachments:** A section indicating that no attachments have been added.
- Referrals:** Shows the 'How did you learn of the job?' dropdown set to 'Other Source (provide specific source below)' and the 'Specific Referral Source' field set to 'Neighbor'.

Navigation buttons at the top right include 'Save as Draft', '< Previous', and 'Submit'. The job title 'Senior Director of Development' is visible at the top left.

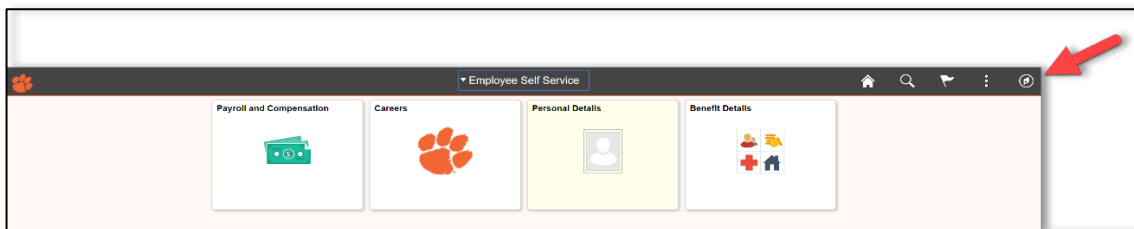
## 11. Verify **Jobs Applied For.**



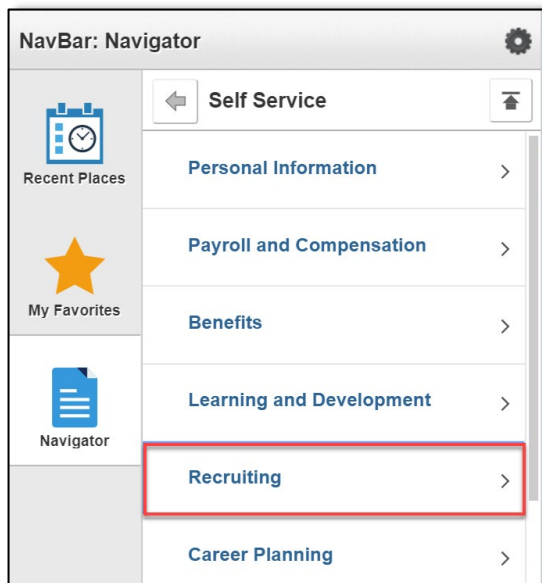
# Internal Applicant Apply for Job – w/out a resume.

Upon completion of this task, you will be able to apply for a job without a resume.

1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.

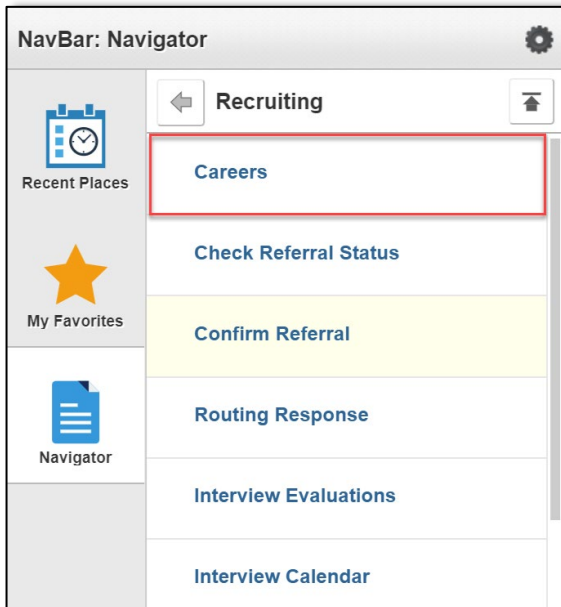


2. Navigate to **Self Service** > **Recruiting**.

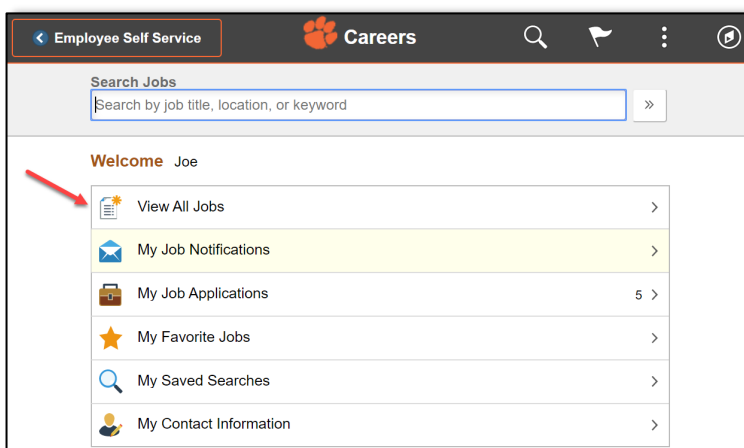




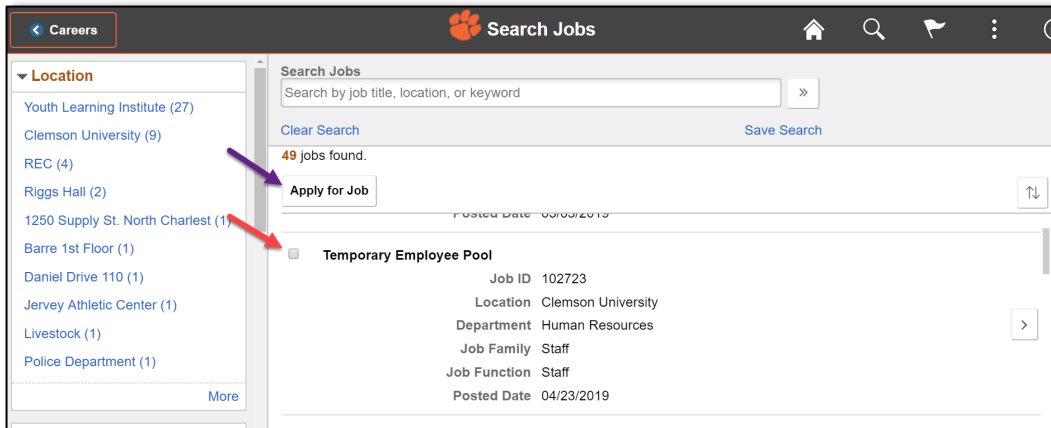
3. Navigate to **Self Service** > **Recruiting** > **Careers**.



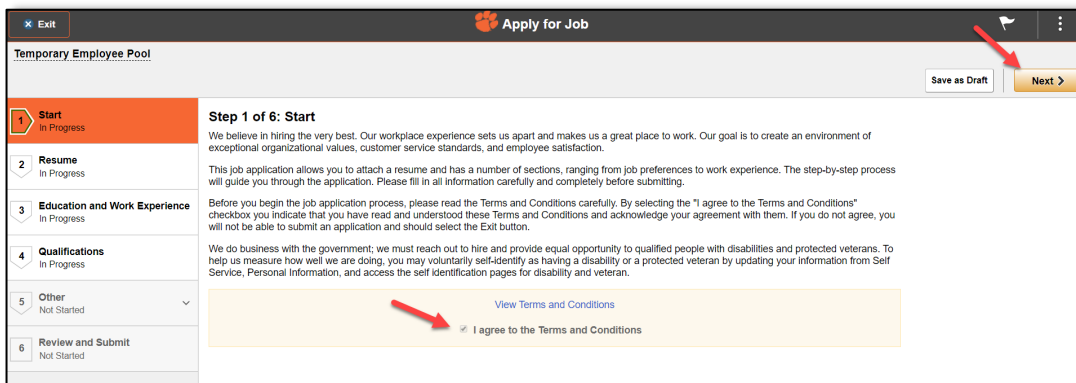
4. Select **View All Jobs** and select the position that you would like to apply for.



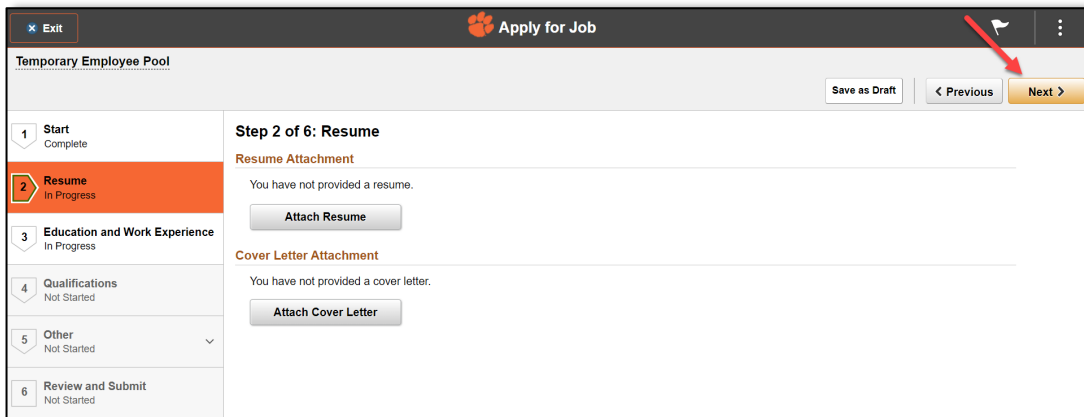
5. Select **Apply for Job** and select position desired.



6. To start the process of applying for this job, you must agree to the terms and conditions in **Step 1 of 6**, then select **Next** or forward arrow in the banner to advance to the next step.

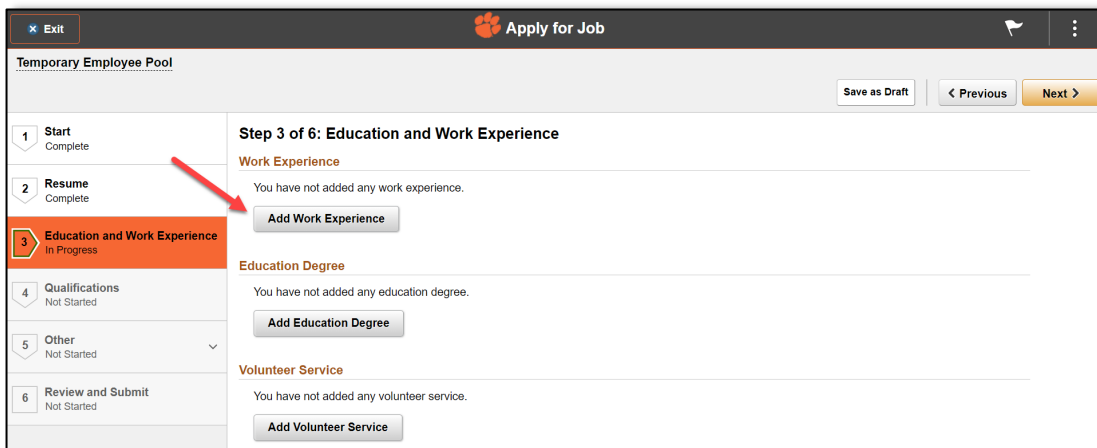


- In **Step 2 of 6**, select **Next** or forward arrow in the banner to apply for a job without a resume.



The screenshot shows the 'Apply for Job' interface for a 'Temporary Employee Pool'. The progress bar on the left indicates that Step 2, 'Resume', is currently 'In Progress'. The main content area is titled 'Step 2 of 6: Resume' and contains two sections: 'Resume Attachment' and 'Cover Letter Attachment'. Both sections indicate that the user has not provided the respective document and include an 'Attach' button. At the top right, there are three buttons: 'Save as Draft', '< Previous', and 'Next >'. A red arrow points to the 'Next >' button.

- To begin **Step 3 of 6**, select **Add Work Experience**.



The screenshot shows the 'Apply for Job' interface for a 'Temporary Employee Pool'. The progress bar on the left indicates that Step 3, 'Education and Work Experience', is currently 'In Progress'. The main content area is titled 'Step 3 of 6: Education and Work Experience' and contains three sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section indicates that the user has not added any information and includes an 'Add' button. At the top right, there are three buttons: 'Save as Draft', '< Previous', and 'Next >'. A red arrow points to the 'Add Work Experience' button.

9. Enter past work history and select **Done**.

Temporary Employee Pool

Step 3 of 6: Education and Work Experience

Work Experience

Employer: Disney World Inc.

Supervisor: Mickey Mouse

Supervisor Email: MM@Disney.com

Supervisor Phone: 888/555-9999

OK to contact?: Yes

End Pay: \$100,000.00

Currency: USD

Freq: Annual

Description: Came up with all of the creative ideas for Disney.

Done

10. For additional job history, select the "+" under **Work Experience**. To edit information that you have entered previously, select the **right arrow** on the row you wish to edit.

Temporary Employee Pool

Step 3 of 6: Education and Work Experience

Work Experience

Employer	Job Title	Start Date	End Date
Disney World Inc.	Wizard of Light Bulb Moments	02/16/2005	12/03/2009
Clemson University	Initiative Officer	01/07/2010	09/16/2019

Education Degree

You have not added any education degree.

Add Education Degree

Volunteer Service

You have not added any volunteer service.

Add Volunteer Service

11. For educational information, select **Add Education Degree** under the Education Degree section.

The screenshot shows the 'Apply for Job' interface for a 'Temporary Employee Pool'. The progress bar indicates 'Step 3 of 6: Education and Work Experience' is 'In Progress'. The left sidebar shows steps 1 through 6, with step 3 highlighted. The main content area has sections for 'Work Experience', 'Education Degree', and 'Volunteer Service'. The 'Education Degree' section contains the text 'You have not added any education degree.' and a button labeled 'Add Education Degree'. A red arrow points to this button.

Employer	Job Title	Start Date	End Date
Disney World Inc.	Wizard of Light Bulb Moments	02/16/2005	12/03/2009
Clemson University	Initiative Officer	01/07/2010	09/16/2019

12. Enter educational information and select **Done**.

The screenshot shows the 'Add Education Degree' modal form overlaid on the application form. The modal has a 'Cancel' button on the top left and a 'Done' button on the top right, which is highlighted with a red arrow. The form fields are as follows:

- \*Effective Date: 06/06/1981
- \*Education Degree: DEGREE\_010
- Area of Study (Major): High School Diploma
- GPA: 3.7
- Graduated:  Yes
- School Name: Oxford Academy

13. To add educational information, select the "+", enter the information and select **Done**.

**Temporary Employee Pool**

Save as Draft < Previous Next >

Employer	Job Title	Start Date	End Date	
Disney World Inc.	Wizard of Light Bulb Moments	02/16/2005	12/03/2009	>
Clemson University	Initiative Officer	01/07/2010	09/16/2019	>

**Education Degree**

+

Education Degree	Area of Study (Major)	
High School or Equivalent	High School Diploma	>
1st Bachelor's Degree	Marketing	>

**Volunteer Service**

You have not added any volunteer service.

Add Volunteer Service

14. To enter volunteer service, select **Add Volunteer Service**. Enter the information and select **Done**.

The screenshot shows the 'Apply for Job' interface for a 'Temporary Employee Pool'. The left sidebar contains a progress indicator with six steps: 1. Start (Complete), 2. Resume (Complete), 3. Education and Work Experience (In Progress), 4. Qualifications (Not Started), 5. Other (Not Started), and 6. Review and Submit (Not Started). The main content area displays a table of work experience:

Employer	Job Title	Start Date	End Date
Disney World Inc.	Wizard of Light Bulb Moments	02/16/2005	12/03/2009
Clemson University	Initiative Officer	01/07/2010	09/16/2019

Below the table, the 'Education Degree' section is visible, showing a list of degrees:

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma
1st Bachelor's Degree	Marketing

The 'Volunteer Service' section is currently empty, with the text 'You have not added any volunteer service.' and a red arrow pointing to the 'Add Volunteer Service' button.

The screenshot shows the 'Add Volunteer Service' modal form overlaid on the application form. The modal has a 'Cancel' button on the top left and a 'Done' button on the top right, with a red arrow pointing to the 'Done' button. The form fields are as follows:

- \*Effective Date: 10/16/2008
- \*Volunteer Service: VOL\_010
- Organization: Humane Society of America
- Role: Saving 4 legged friends
- Years of Involvement: 21

The background application form is dimmed, showing the same progress indicator and work experience table as in the previous screenshot.

15. For additional **Volunteer Service**, select the "+", enter the information and select **Done**.

Temporary Employee Pool

Save as Draft < Previous Next >

Step	Status	Company	Position	Start Date	End Date
1	Complete	Disney World Inc.	Wizard of Light Bulb Moments	02/16/2005	12/03/2009
2	Complete	Clemson University	Initiative Officer	01/07/2010	09/16/2019

**Education Degree**

+

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma
1st Bachelor's Degree	Marketing

**Volunteer Service**

+

Volunteer Service
1st Volunteer Activity

16. When **Step 3** is complete, select **Next** or forward arrow in the banner to advance to the next step.

Temporary Employee Pool

Save as Draft < Previous Next >

Step	Status	Company	Position	Start Date	End Date
1	Complete	Disney World Inc.	Wizard of Light Bulb Moments	02/16/2005	12/03/2009
2	Complete	Clemson University	Initiative Officer	01/07/2010	09/16/2019

**Education Degree**

+

Education Degree	Area of Study (Major)
High School or Equivalent	High School Diploma
1st Bachelor's Degree	Marketing

**Volunteer Service**

+

Volunteer Service
1st Volunteer Activity



17. **Step 4 of 6** allows you to enter **Certifications, Job Related Skills, Licenses,** and **Language Skills**. Once all relevant information has been entered, select **Next** or forward arrow in the banner to advance to the next step.

The screenshot shows the 'Apply for Job' interface for a 'Temporary Employee Pool'. The progress bar on the left indicates that steps 1 through 3 are complete, step 4 is 'In Progress', and steps 5 and 6 are 'Not Started'. The main content area is titled 'Step 4 of 6: Qualifications' and contains four sections: 'Certifications', 'Job Related Skills', 'Licenses', and 'Language Skills'. Each section has a message stating 'You have not added any [category] skills.' and a corresponding 'Add [Category]' button. A purple arrow points to the 'Next >' button in the top right corner, and red arrows point to the 'Add' buttons for each of the four categories.

Temporary Employee Pool

Apply for Job

Save as Draft < Previous Next >

**Step 4 of 6: Qualifications**

**Certifications**

You have not added any certifications.

Add Certifications

**Job Related Skills**

You have not added any job related skills.

Add Job Related Skills

**Licenses**

You have not added any licenses.

Add Licenses

**Language Skills**

You have not added any language skills.

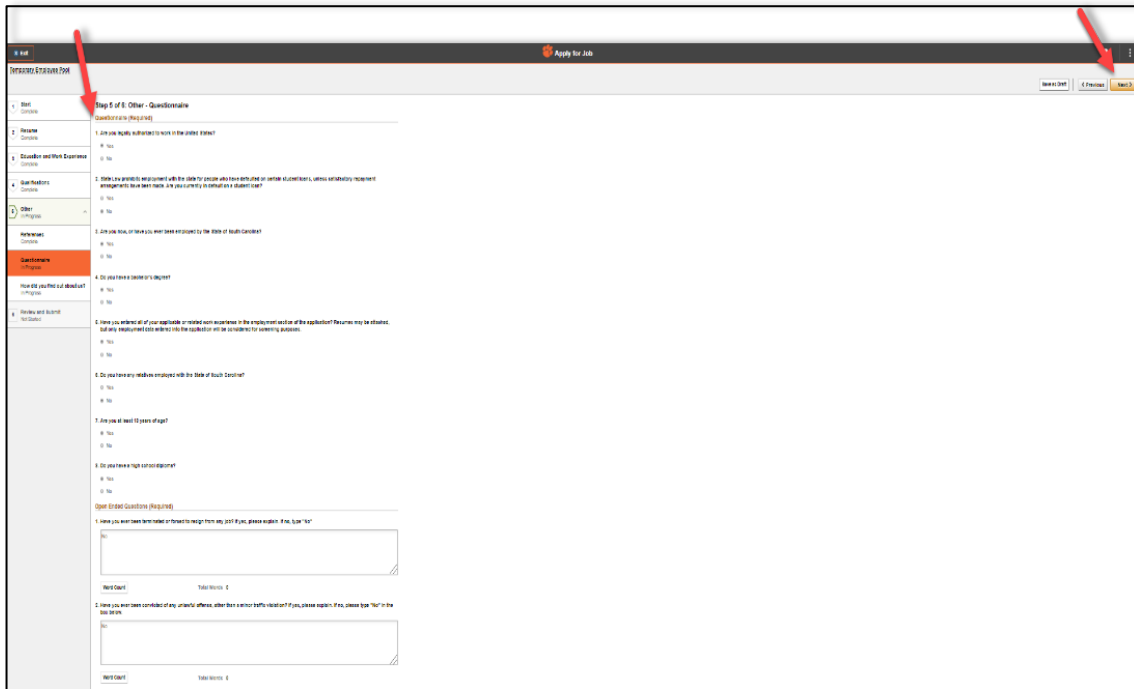
Add Language Skills

18. In order to complete your application, you need to identify at least 3 references in **Step 5 of 6**. Select **Add Reference**. Complete the required information and select **Done**. Select **Next** or forward arrow in the banner to advance to the next step.

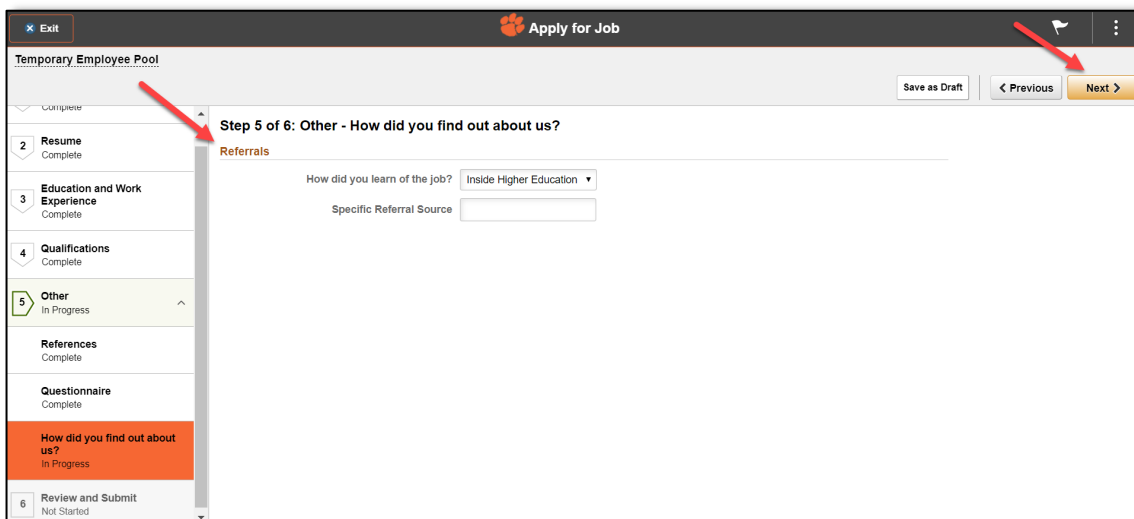
The screenshot shows the application progress bar on the left with steps 1 through 5. Step 5, 'Other', is highlighted in orange and labeled 'In Progress'. Below the progress bar, the 'References' section is also highlighted in orange and labeled 'In Progress'. The main content area is titled 'Step 5 of 6: Other - References' and contains the text: 'References (Required) In order to complete your application, you need to identify at least 3 references. At least 2 of your references must be, or have been, your direct managers.' Below this text is an 'Add Reference' button. In the top right corner, there are buttons for 'Save as Draft', '< Previous', and 'Next >'. Red arrows point to the 'Add Reference' button and the 'Next >' button.

The screenshot shows the 'Add Reference' dialog box. It has a title bar with 'Cancel', 'Add Reference', and 'Done' buttons. The dialog is divided into two sections: 'Reference Information' and 'Address'. The 'Reference Information' section contains the following fields: 'Reference Type' (Professional), 'Reference Name' (Minnie Mouse), 'Title' (Executive Vice President), 'Employer' (Disney), 'Phone' (888/555-3434), and 'Email Address' (mimouse@disney.com). The 'Address' section contains the following fields: 'Country' (United States), 'Address 1' (345 Fun Avenue), 'Address 2', 'Address 3', 'City' (Orlando), 'State' (Florida), 'Postal' (49667), and 'County' (Orlando). A red arrow points to the 'Done' button in the top right corner.

19. Complete the required **Questionnaire** in **Step 5 of 6**. Once you have completed this step, select **Next** or forward arrow in the banner to advance to the next step.



20. Complete the section "**How did you find out about us?**" Select **Next** or forward arrow in the banner to advance to the next step.



## 21. Step 6 of 6: Review and Submit your application.

Temporary Employee Pool

Apply for Job

Save as Draft Previous Submit

1 Start Complete

2 Resume Complete

3 Education and Work Experience Complete

4 Qualifications Complete

5 Other Complete

6 Review and Submit In Progress

Review your application and make any changes before submitting.

### Step 6 of 6: Review and Submit

My Contact Information

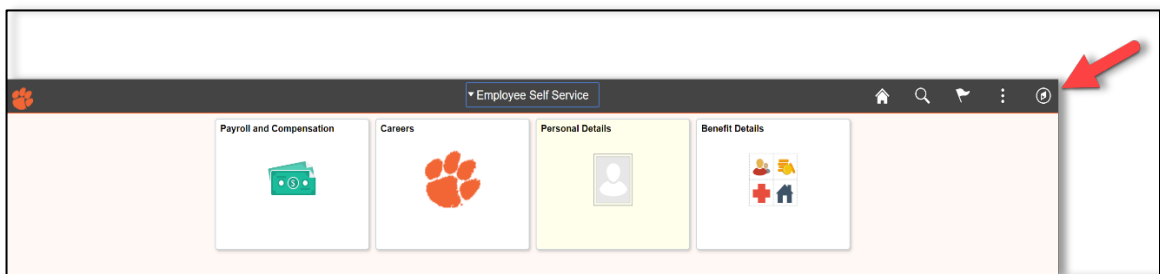
Email Tigers@clemsun.edu Address 222 Champions Ave, Clemson, SC 29634  
Phone 864/222-6966 Contact Method Email [Modify](#)

- Online Screening Notice
- Resume Attachment
- Cover Letter Attachment
- Work Experience
- Education Degree
- Volunteer Service
- Licenses
- Certifications
- Language Skills
- Job Related Skills
- References
- Referrals

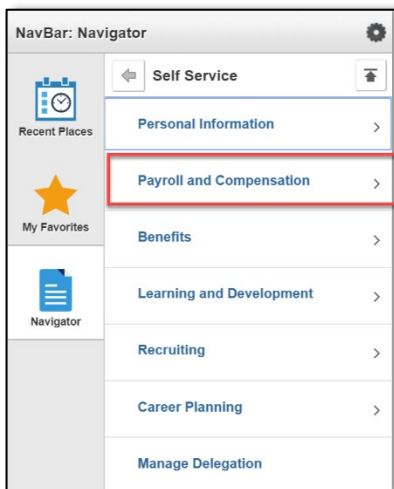
# View Compensation History

Upon completion of this task, you will be able to view your compensation history.

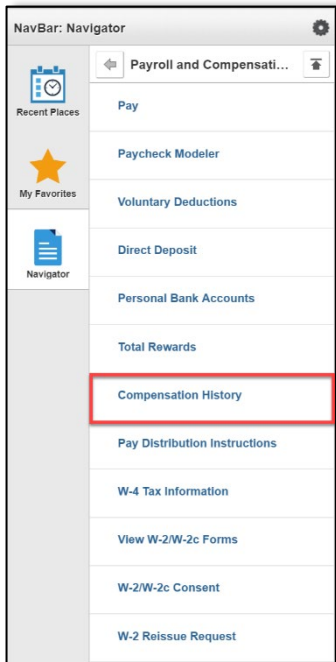
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



2. Navigate to **Self Service** > **Payroll and Compensation**.



3. Navigate to **Self Service > Payroll and Compensation > Compensation History.**



4. Verify data.

Joe Tiger  
Info Sys Business Analyst III

Apply Reset

Grid Display Options

Salary Frequency: Annual

View In: Issued Currency

Filter Options

Source: [Dropdown]

Type: [Dropdown]

Job Title: [Dropdown]

Time Period: All

### Compensation History

View Chart

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
06/16/2016	89,956.00	2,831.00	3.2	Base Salary	Pay Rate Change	USD	Info Sys Business Analyst III
06/16/2014	87,125.00	1,708.00	2.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
06/22/2012	85,417.00	2,487.00	3.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
06/27/2008	82,930.00	821.00	1.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
03/07/2008	82,109.00		0.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
06/29/2007	82,109.00	2,391.00	3.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
03/09/2007	79,718.00		0.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
06/30/2006	79,718.00	2,321.00	3.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
03/10/2006	77,397.00		0.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
06/17/2005	77,397.00	2,976.00	4.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
03/11/2005	74,421.00		0.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
07/16/2004	74,421.00	11,081.00	17.5	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
06/18/2004	63,340.00	1,844.00	3.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
03/12/2004	61,496.00		0.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
03/14/2003	61,496.00		0.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst

5. To view a different job compensation history, use drop down list under **Filter Options** on left side menu then select **Apply**.

Employee Self Service | Compensation History

Joe Tiger  
Info Sys Business Analyst III

Apply Reset

Grid Display Options  
Salary Frequency: Annual  
View In: Issued Currency

Filter Options  
Source: [Dropdown]  
Type: [Dropdown]  
Job Title: Applications Analyst II  
Time Period: All

View Chart

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
03/03/2000	50,052.00		0.0	Base Salary	Pay Rate Change	USD	Applications Analyst II
02/18/2000	50,052.00	26.00	0.1	Base Salary	Pay Rate Change	USD	Applications Analyst II
10/01/1999	50,026.00	26.00	0.1	Base Salary	Pay Rate Change	USD	Applications Analyst II
10/01/1999	50,000.00		0.0	Base Salary	Pay Rate Change	USD	Applications Analyst II
08/20/1999	50,000.00	2,620.00	5.5	Base Salary	Pay Rate Change	USD	Applications Analyst II
08/20/1999	47,380.00	6,180.00	15.0	Base Salary	Pay Rate Change	USD	Applications Analyst II
06/25/1999	41,200.00	1,200.00	3.0	Base Salary	Pay Rate Change	USD	Applications Analyst II

6. Click right arrow for more detail.

Employee Self Service | Compensation History

Joe Tiger  
Info Sys Business Analyst III

Apply Reset

Grid Display Options  
Salary Frequency: Annual  
View In: Issued Currency

Filter Options  
Source: [Dropdown]  
Type: [Dropdown]  
Job Title: Applications Analyst II  
Time Period: All

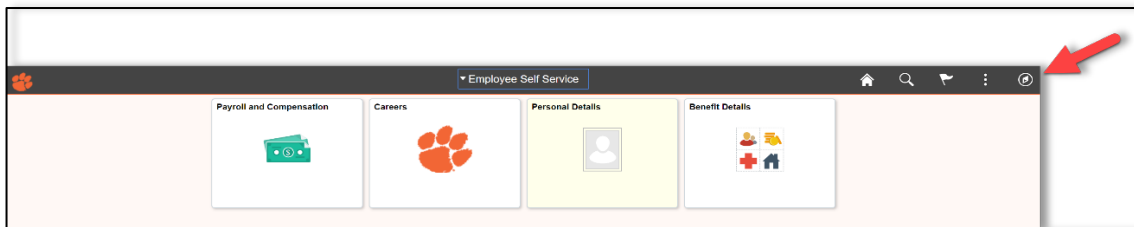
View Chart

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
03/03/2000	50,052.00		0.0	Base Salary	Pay Rate Change	USD	Applications Analyst II
02/18/2000	50,052.00	26.00	0.1	Base Salary	Pay Rate Change	USD	Applications Analyst II
10/01/1999	50,026.00	26.00	0.1	Base Salary	Pay Rate Change	USD	Applications Analyst II
10/01/1999	50,000.00		0.0	Base Salary	Pay Rate Change	USD	Applications Analyst II
08/20/1999	50,000.00	2,620.00	5.5	Base Salary	Pay Rate Change	USD	Applications Analyst II
08/20/1999	47,380.00	6,180.00	15.0	Base Salary	Pay Rate Change	USD	Applications Analyst II
06/25/1999	41,200.00	1,200.00	3.0	Base Salary	Pay Rate Change	USD	Applications Analyst II

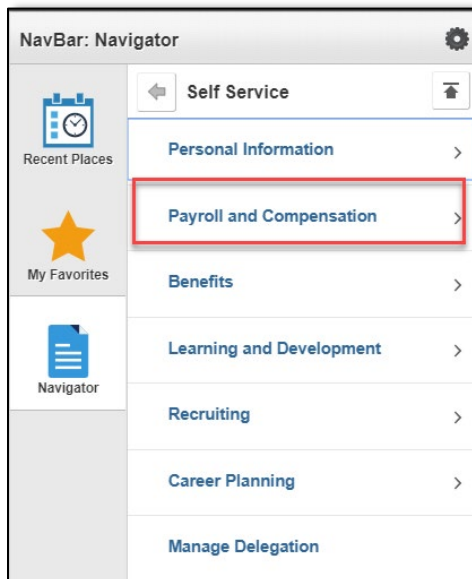
# Set-Up Direct Deposit Account

Upon completion of this task, you will be able to set-up your direct deposit.

1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.

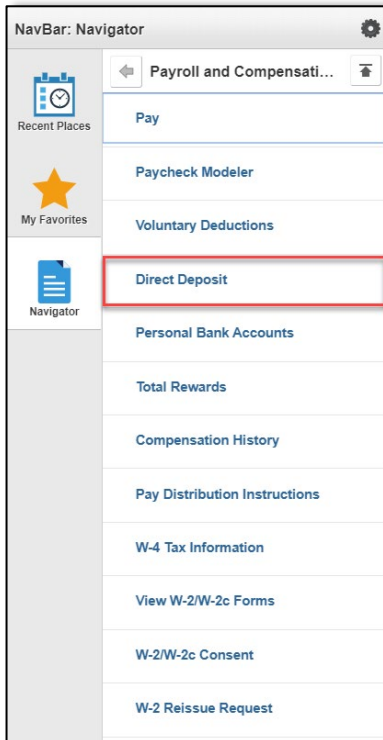


2. Navigate to **Self Service** > **Payroll and Compensation**.





3. Navigate to **Self Service > Payroll and Compensation > Direct Deposit.**



4. Select **OK** for Direct Deposit Authorization.

Direct Deposit Authorization

I hereby authorize Clemson University to deposit my net payroll and/or expense reimbursement in the accounts set-up via ESS in accordance with Direct Deposit policy. I understand that this authorization will remain in effect throughout my employment unless cancelled by me or Clemson University in unusual circumstances only. I also authorize Clemson University and my designated financial institutions to initiate debit entries or adjustments, if necessary, for any credit entries made in error to my accounts.

The payroll and/or expense reimbursement deposit authorized with-in ESS is accomplished by electronic funds transfer and is covered by a number of regulations designed to safeguard the integrity of the employee's account. The funds deposited will be available to the employee for withdrawal by all usual means on the morning of the scheduled University payday for net pay and within 48 hours of disbursement processing for expense reimbursement.

Clemson University assumes no responsibility for any relationship between the employee and his/her financial institution.

Changes in ESS should be entered two weeks prior to the payday in order to be effective for the next payday. Clemson University will pre-note the entry, allowing the bank to check the routing and account number prior to a live transmission. If the data is invalid, the payroll office may make a change based upon the notification from the bank or payroll may notify the employee for assistance in validating the numbers. Employees may receive a payroll check and/or expense reimbursement check until the bank authorization can be processed.


Clemson University assumes no responsibility to issue a check to any employee whose direct deposit could not be processed due to the account being closed, or any other reason, until the receiving financial institution has returned such deposit.

5. If you have more than one account, be sure that you have designated one account to be the **Deposit Type Balance**.

One account must be designated as Deposit Type Balance. If not, the system will convert the account with the highest Deposit Order value to Deposit Type Balance.

OK

6. **Add Account** information and select **Save**.

Cancel
 **Add Account**
Save

\*Nickname

\*Payment Method

**Bank**

Routing Number  i

Account Number

Retype Account Number


**Pay Distribution**

\*Account Type

\*Deposit Type

Percent

7. Confirm **Direct Deposit** information.

Employee Self Service
 **Direct Deposit**

**Direct Deposit**

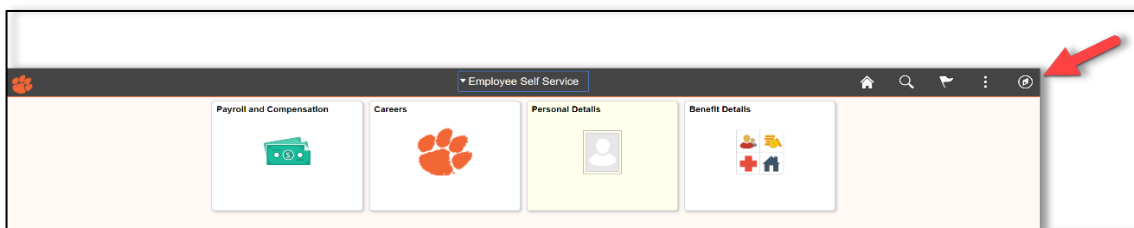
**Accounts**

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit	253978730	456321987	Checking	Remaining Balance

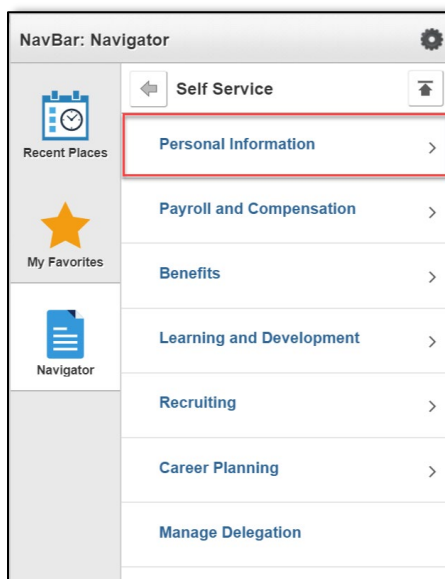
# Declare Disability Status

Upon completion of this task, you will be able to voluntarily declare your disability status.

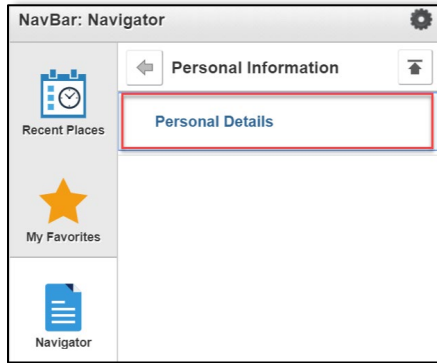
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



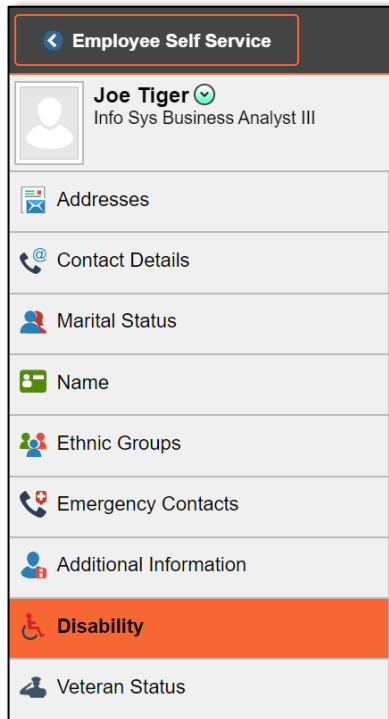
2. Navigate to **Self Service** > **Personal Information**.



3. Navigate to **Self Service > Personal Information > Personal Details**.



4. Navigate to **Self Service > Personal Information > Personal Details > Disability**.



5. Select valid Self-Identification Option, then select **Submit**.

Personal Details

### Voluntary Self-Identification of Disability

Form CC-305  
 OMB Control Number 1250-0005  
 Expires 1/31/2020

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

<ul style="list-style-type: none"> <li>• Blindness</li> <li>• Deafness</li> <li>• Cancer</li> <li>• Diabetes</li> <li>• Epilepsy</li> </ul>	<ul style="list-style-type: none"> <li>• Autism</li> <li>• Cerebral palsy</li> <li>• HIV/AIDS</li> <li>• Schizophrenia</li> <li>• Muscular dystrophy</li> </ul>	<ul style="list-style-type: none"> <li>• Bipolar disorder</li> <li>• Major depression</li> <li>• Multiple sclerosis (MS)</li> <li>• Missing limbs or partially missing limbs</li> </ul>	<ul style="list-style-type: none"> <li>• Post-traumatic stress disorder (PTSD)</li> <li>• Obsessive compulsive disorder</li> <li>• Impairments requiring the use of a wheelchair</li> <li>• Intellectual disability (previously called mental retardation)</li> </ul>
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**Please select one of the options below:**

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name Today's Date

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

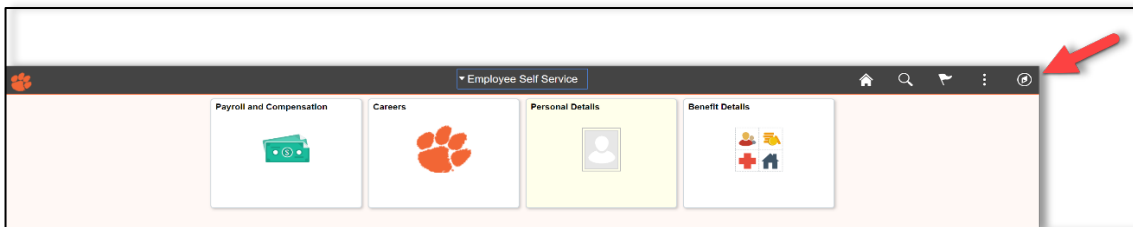
<sup>1</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

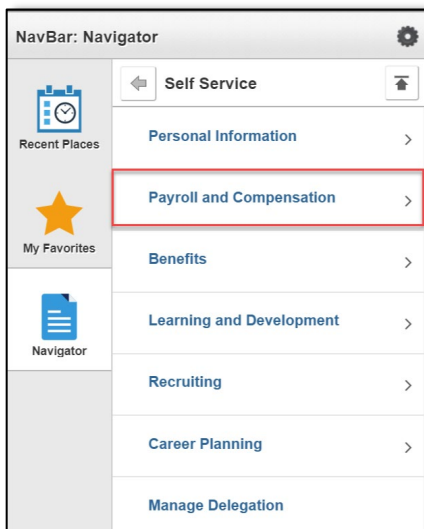
# Edit Direct Deposit Account

Upon completion of this task, you will be able to edit your direct deposit.

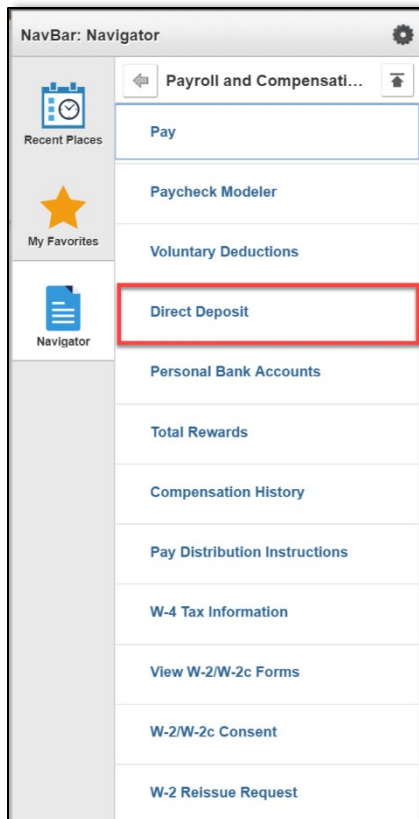
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



2. Navigate to **Self Service** > **Payroll and Compensation**.



3. Navigate to **Self Service > Payroll and Compensation > Direct Deposit.**



4. Select **OK** for **Direct Deposit Authorization.**

Direct Deposit Authorization

I hereby authorize Clemson University to deposit my net payroll and/or expense reimbursement in the accounts set-up via ESS in accordance with Direct Deposit policy. I understand that this authorization will remain in effect throughout my employment unless cancelled by me or Clemson University in unusual circumstances only. I also authorize Clemson University and my designated financial institutions to initiate debit entries or adjustments, if necessary, for any credit entries made in error to my accounts.

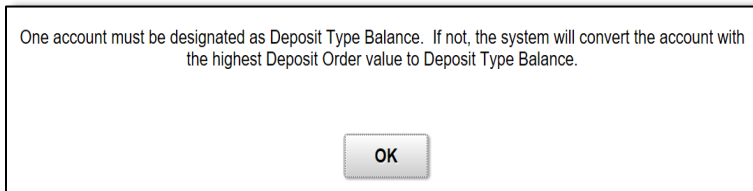
The payroll and/or expense reimbursement deposit authorized with-in ESS is accomplished by electronic funds transfer and is covered by a number of regulations designed to safeguard the integrity of the employee's account. The funds deposited will be available to the employee for withdrawal by all usual means on the morning of the scheduled University payday for net pay and within 48 hours of disbursement processing for expense reimbursement.

Clemson University assumes no responsibility for any relationship between the employee and his/her financial institution.

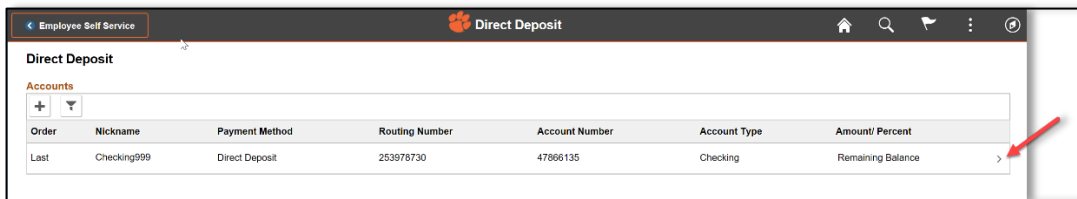
Changes in ESS should be entered two weeks prior to the payday in order to be effective for the next payday. Clemson University will pre-note the entry, allowing the bank to check the routing and account number prior to a live transmission. If the data is invalid, the payroll office may make a change based upon the notification from the bank or payroll may notify the employee for assistance in validating the numbers. Employees may receive a payroll check and/or expense reimbursement check until the bank authorization can be processed.

Clemson University assumes no responsibility to issue a check to any employee whose direct deposit could not be processed due to the account being closed, or any other reason, until the receiving financial institution has returned such deposit.

- If you have more than one account, be sure that you have designated one account to be the **Deposit Type Balance**.



- Select the right arrow (>) at the end of the row of information on the Direct Deposit screen.



- Select the edit button beside the **Account Number** field on the **Edit Account** page. Edit all of the fields that need to be changed after editing the account number. Remove any account that needs to be removed by selecting the **Remove** button.


**Edit Account**

\*Nickname:

\*Payment Method:

**Bank**

Routing Number:

Account Number:  

Retype Account Number:

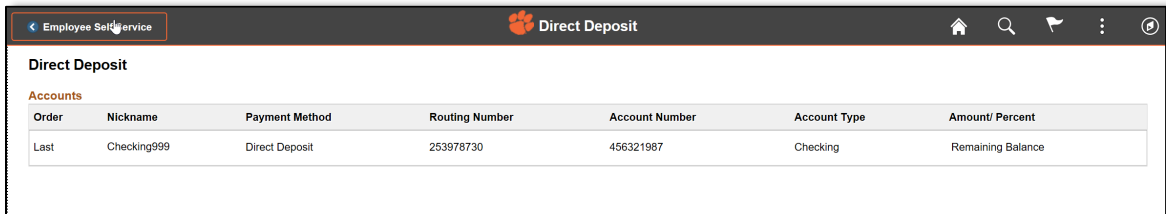
**Pay Distribution**

\*Account Type:

\*Deposit Type:



8. Once you save your information, verify information on the next screen.



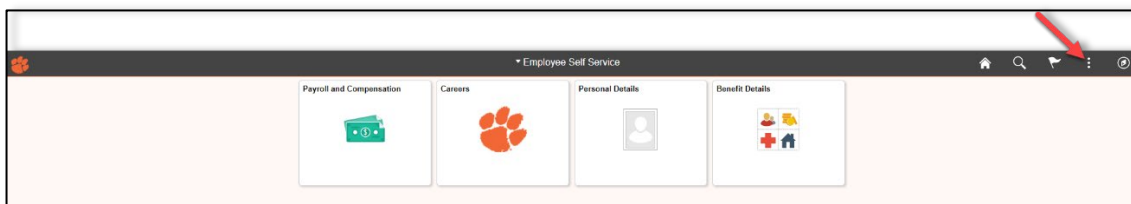
The screenshot shows a mobile application interface for Direct Deposit. At the top, there is a navigation bar with a back arrow, the text "Employee Self Service", the "Direct Deposit" title, and several icons (home, search, flag, menu, refresh). Below the navigation bar, the title "Direct Deposit" is displayed. Underneath, the word "Accounts" is written in red. A table with seven columns is shown, containing one row of data.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit	253978730	456321987	Checking	Remaining Balance

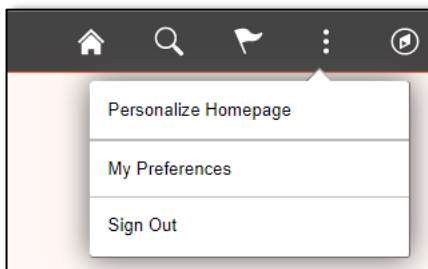
# Enable Your Homepage by Adding Tiles

Upon completion of this task, you will be able to enable your Homepage by adding tiles.

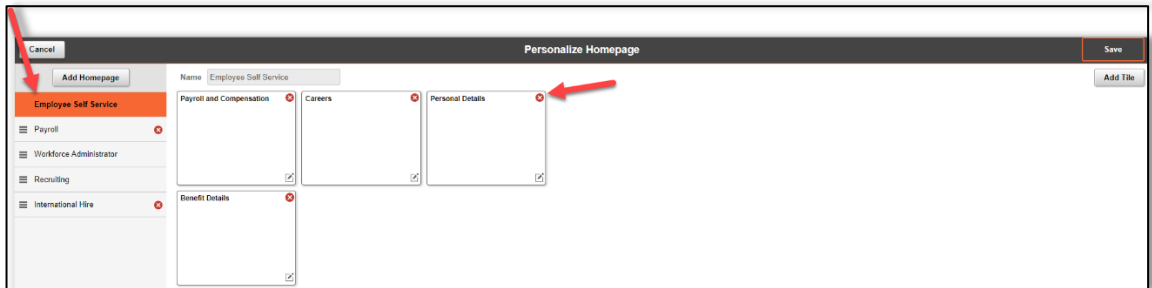
1. Log in to PeopleSoft's **HR** homepage and select the **Actions List** (three vertical dots at the top right of the page).



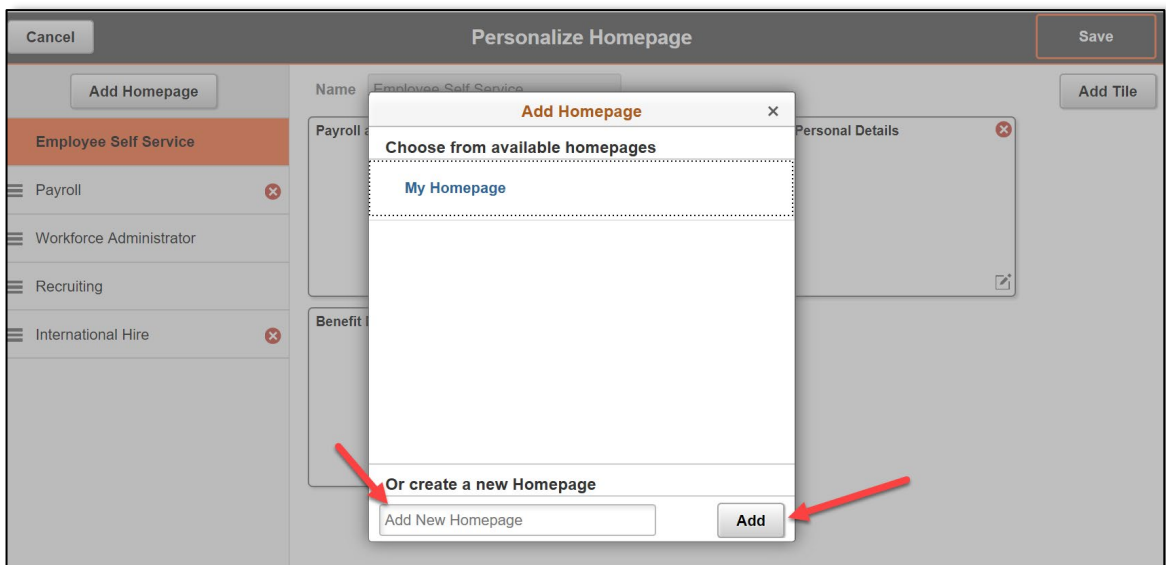
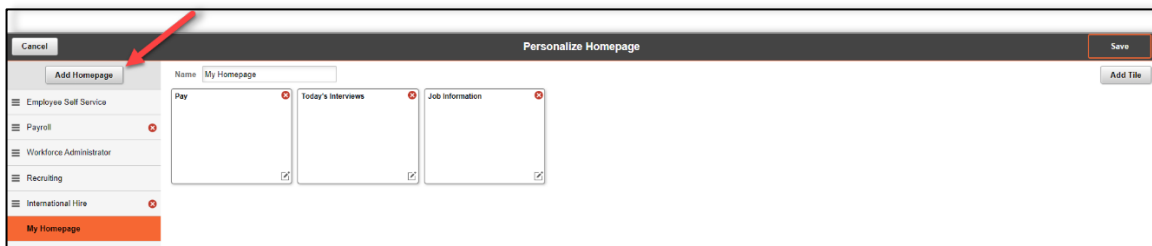
2. From the Homepage, the **Actions List** allows you to personalize your Homepage, change the settings through **My Preferences**, or **Sign Out** of your account.



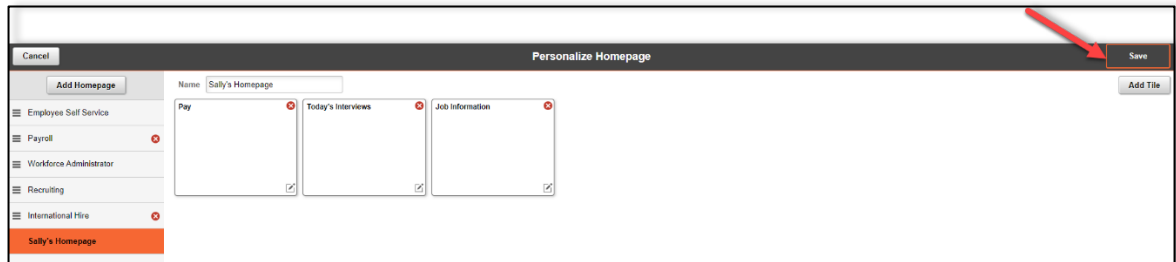
3. Select **Personalize Homepage** to select and deselect preferred tiles. Select each area in the navigation collection to edit that Homepage.



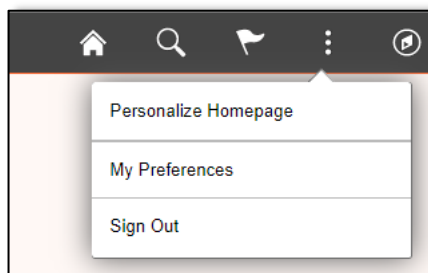
4. Select **Add Homepage** at the top left of the page to choose from available Homepages or to create and name a new Homepage. Once you have named this Homepage, select **Add**.



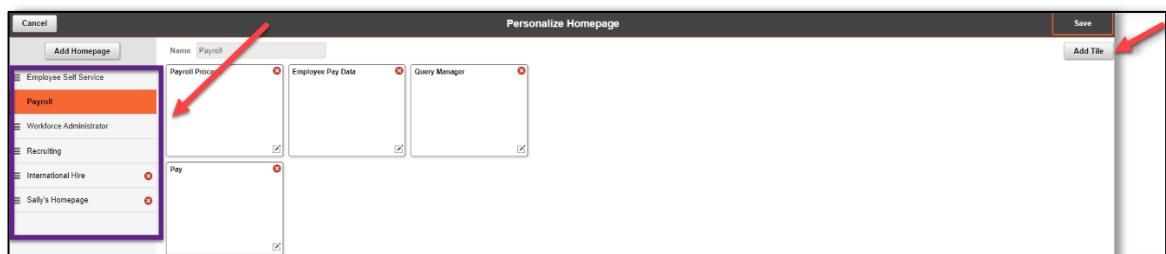
- Once you have added and named the new Homepage, select **Save** at the top right corner of the page.



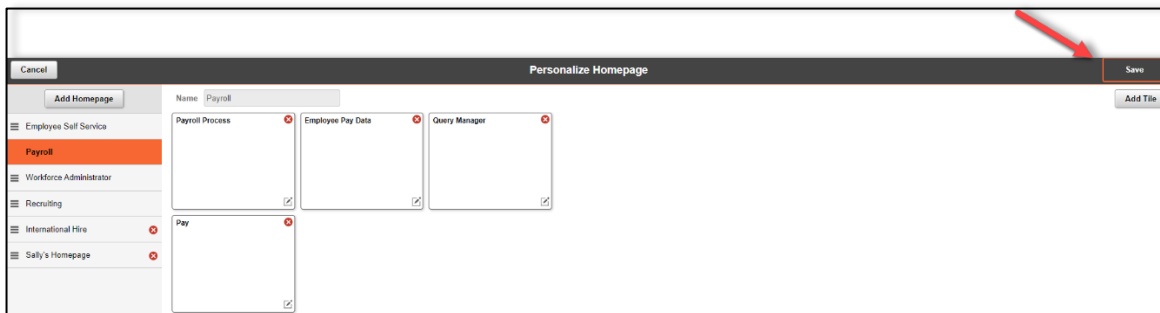
- To add tiles to a Homepage, select the **Actions List** and choose **Personalize Homepage**.



- Select which Homepage the tile should be added to from the Navigation Collection on the left of the page. Select **Add Tile** at the top right of the page. Tiles can be found by navigating the available menus.



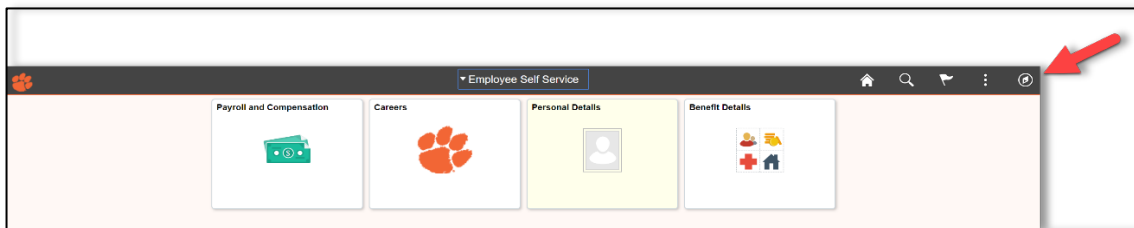
8. Once the new tiles have been added, select **Save**.



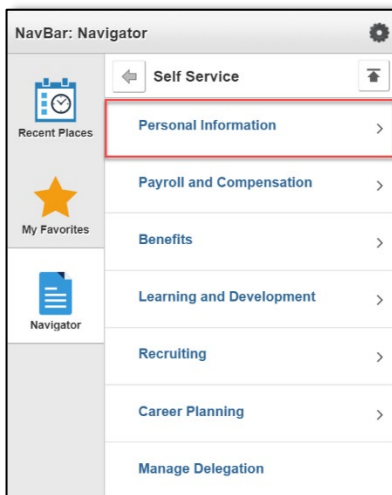
# Verify Home and Mailing Address

Upon completion of this task, you will be able to verify your home and mailing address.

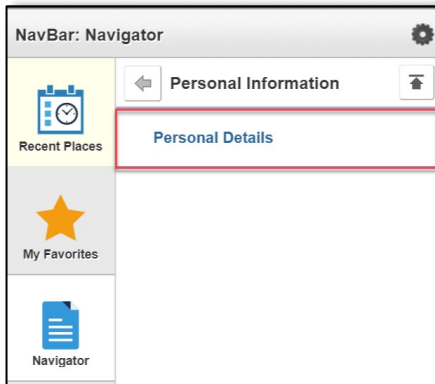
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



2. Navigate to **Self Service** > **Personal Information**.



3. Navigate to **Self Service** > **Personal Information** > **Personal Details**.



4. Under **Addresses**, verify values:

The screenshot shows the 'Employee Self Service' interface for 'Joe Tiger', Info Sys Business Analyst III. The page is titled 'Personal Details'. On the left, there is a sidebar menu with the following items: 'Addresses', 'Contact Details' (highlighted), 'Marital Status', 'Name', 'Ethnic Groups', 'Emergency Contacts', 'Additional Information', 'Disability', and 'Veteran Status'. The main content area is divided into sections: 'Phone', 'Email', and 'Instant Message'. The 'Phone' section contains a table with three rows of phone numbers and their types. The 'Email' section contains a table with one row of an email address and its type. The 'Instant Message' section shows 'No data exists.' and an 'Add IM' button.

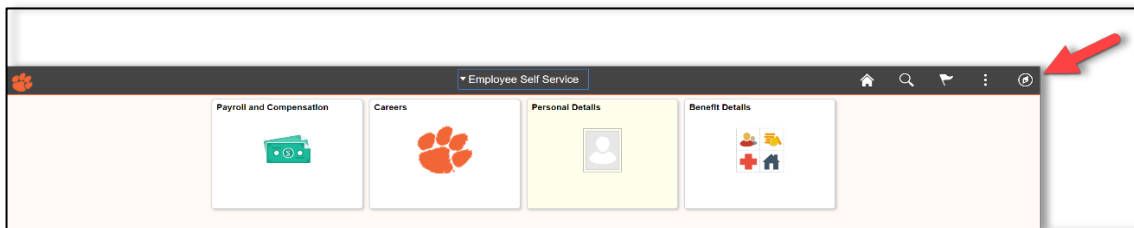
Number	Extension	Type	Preferred
864/222-6666		Mobile	
864/222-6666		Unlisted Home Phone	✓
864/656-0000		Work	

Email Address	Type	Preferred
Tigers@clemson.edu	Business	✓

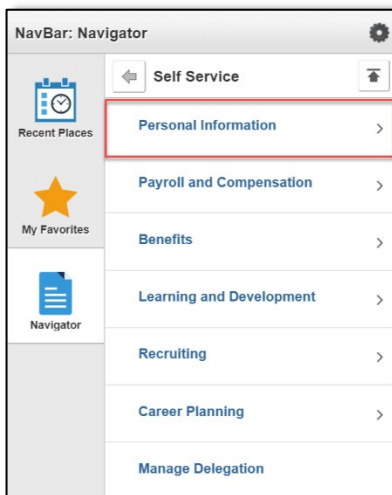
# Verify Emergency Contacts

Upon completion of this task, you will be able to verify your emergency contacts.

1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.

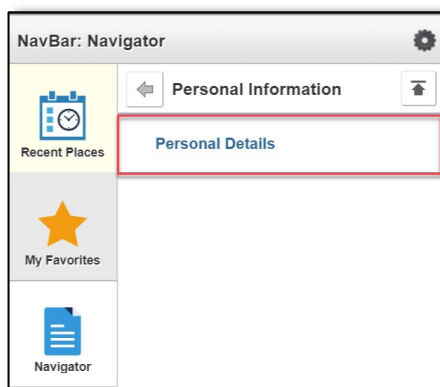


2. Navigate to **Self Service** > **Personal Information**.

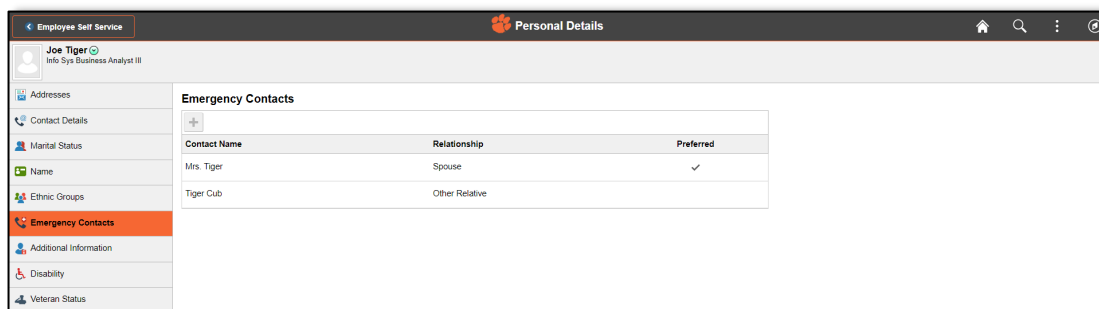




3. Navigate to **Self Service > Personal Information > Personal Details**.



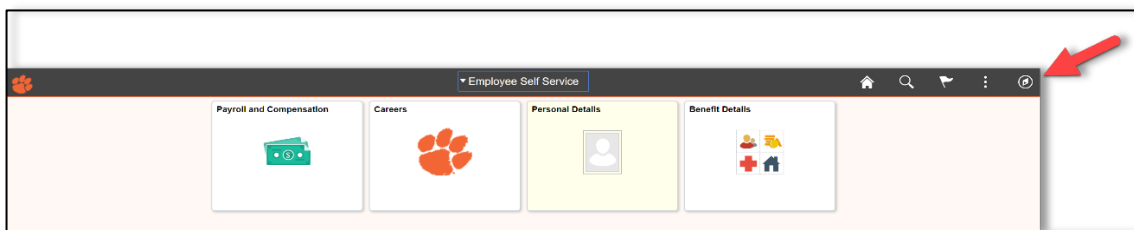
4. This will allow you to view your emergency contacts.



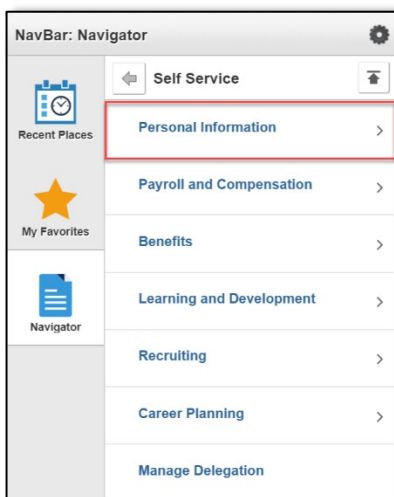
# Voluntary Self-Identification

Upon completion of this task, you will be able to self-identify your race or ethnicity.

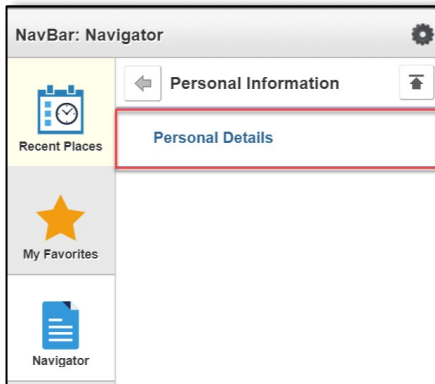
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



2. Navigate to **Self Service** > **Personal Information**.



3. Navigate to **Self Service** > **Personal Information** > **Personal Details**.



4. Under **Ethnic Groups**, verify information. Select **Save** after selections have been made.

The screenshot shows the 'Employee Self Service' interface for 'Joe Tiger', an Info Sys Business Analyst III. The page is titled 'Personal Details' and has a sidebar with various sections: Addresses, Contact Details, Marital Status, Name, Ethnic Groups (highlighted in orange), Emergency Contacts, Additional Information, Disability, and Veteran Status. The 'Ethnic Groups' section contains two questions:

- 1) Are you Hispanic or Latino? (Options: Yes, No) - The 'No' option is selected.
- 2) What is your race? Select one or more. (Options: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, White) - The 'White' option is selected.

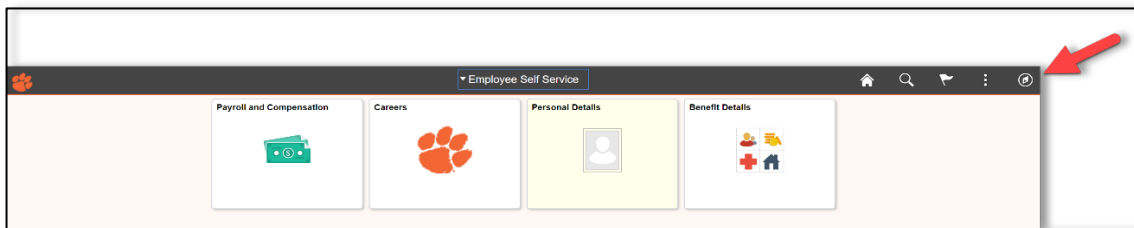
Below the questions is a 'Voluntary Self-Identification' section with a disclaimer: 'The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.'

A red arrow points to a 'Save' button located at the bottom of the page.

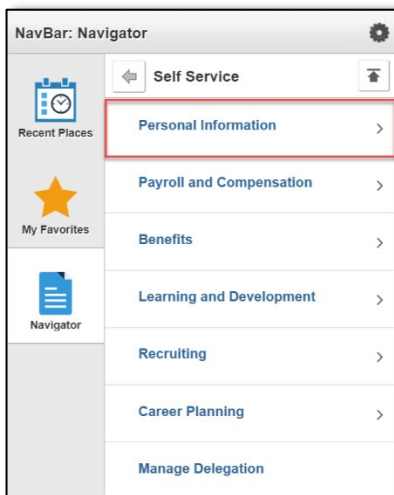
# Verify Contact Details

Upon completion of this task, you will be able to verify your contact details.

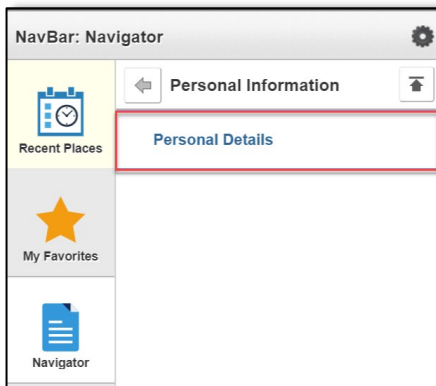
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



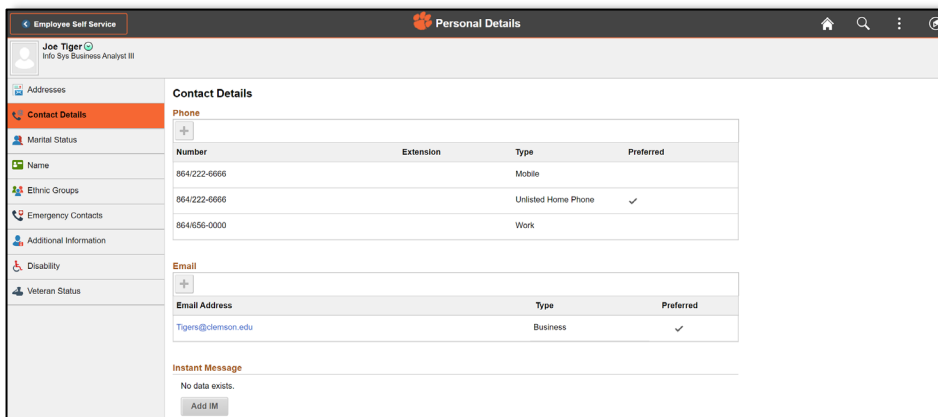
2. Navigate to **Self Service** > **Personal Information**.



3. Navigate to **Self Service > Personal Information > Personal Details**.



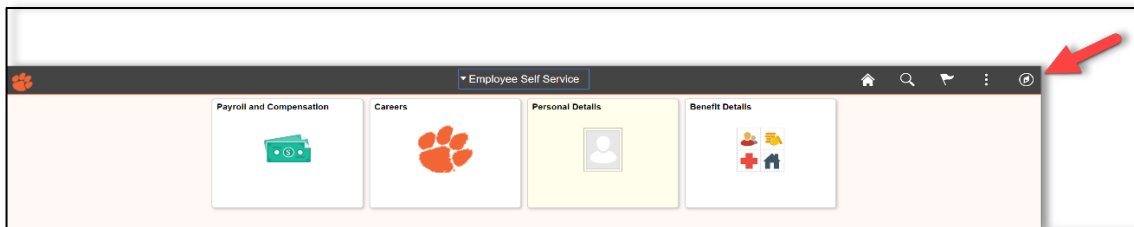
4. Under **Contact Details**, verify information



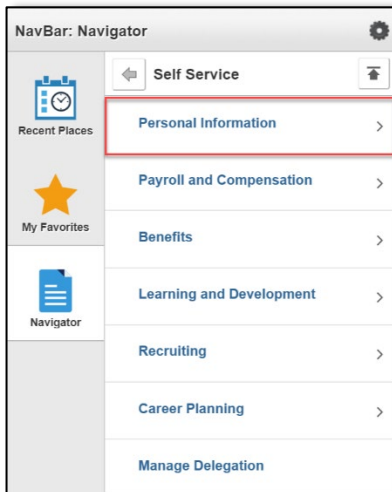
# Declare Veteran Status

Upon completion of this task, you will be able to declare your Veteran status.

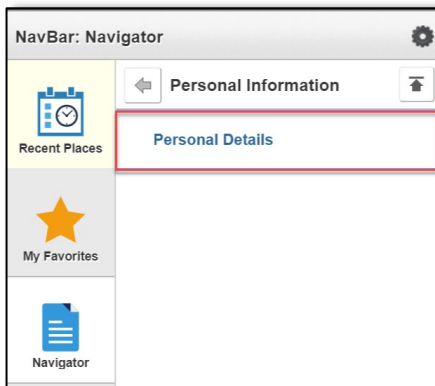
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



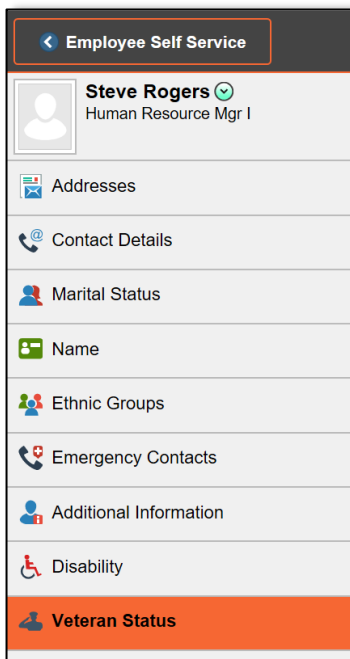
2. Navigate to **Self Service** > **Personal Information**.



3. Navigate to **Self Service > Personal Information > Personal Details**.



4. Navigate to **Self Service > Personal Information > Personal Details > Veteran Status**.



5. If you believe you belong to any of the categories of protected veterans listed under **Definitions**, please indicate by selecting the appropriate options shown under **Self-Identification**. After reviewing the **Reasonable Accommodation Notice**, select **Submit**.

### Veteran Status

**▼ Definitions**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at [1-866-4-USA-DOL](tel:1-866-4-USA-DOL).

**Self-Identification**

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date

**Reasonable Accommodation Notice**

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Submit

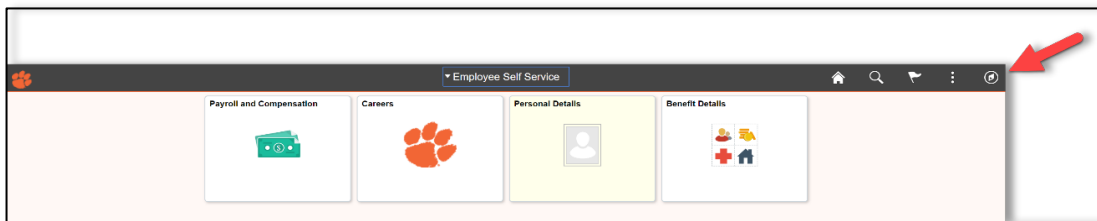


# View Paycheck

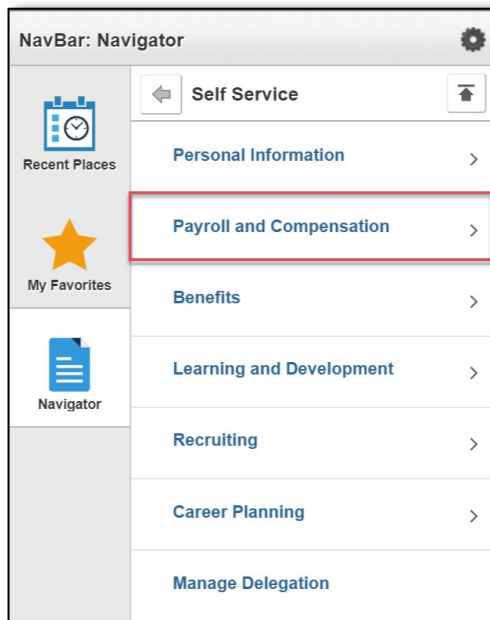
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Upon completion of this task, you will be able to view your paychecks.

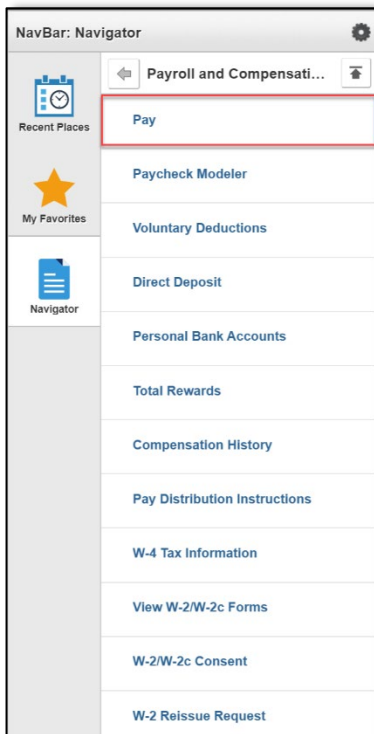
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



2. Navigate to **Self Service > Payroll and Compensation**.



3. Navigate to **Self Service > Payroll and Compensation > Pay.**



4. Click arrow to the left of the paycheck you would like to view.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/15/2018	Clemson University	07/16/2018 07/31/2018	\$2671.13	3444458
07/31/2018	Clemson University	07/01/2018 07/15/2018	\$1941.77	3437193
07/13/2018	Clemson University	06/16/2018 06/30/2018	\$1923.40	3429884
06/29/2018	Clemson University	06/01/2018 06/15/2018	\$1942.41	3422468
06/15/2018	Clemson University	05/16/2018 05/31/2018	\$1923.40	3415219
05/31/2018	Clemson University	05/01/2018 05/15/2018	\$1942.41	3407363
05/15/2018	Clemson University	04/16/2018 04/30/2018	\$1923.40	3397186

5. Paycheck will appear in PDF format.

<b>Clemson University</b> 201 Sikes, Clemson University Clemson, SC 29634-5337		Pay Group: 12A-12 Month Annual Pay Begin Date: 07/16/15 Pay End Date: 07/31/15	Business Unit: CLMSN Advice #: 0006 Advice Date: 08/15/15																																																						
Employee ID: [REDACTED] Department: [REDACTED] Location: Ravenel/DAPS Job Title: Info Sys Business Analyst III Pay Rate: [REDACTED]	<b>TAX DATA:</b>		Federal: [REDACTED] SC State: [REDACTED] Marital Status: Single Allowances: 0 Adtl. Pct: 0 Adtl. Amt: 25.00																																																						
<b>HOURS AND EARNINGS</b>		<b>TAXES</b>																																																							
<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> </tr> <tr> <th>Rate</th> <th>Hours</th> <th>Earnings</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td colspan="5"><b>TOTAL:</b></td> </tr> </tbody> </table>	Description	Current		YTD		Rate	Hours	Earnings	Earnings	Regular	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<b>TOTAL:</b>					<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>Fed MED/EE</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>Fed OASDI/EE</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>SC Withholding</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td colspan="5"><b>TOTAL:</b></td> </tr> </tbody> </table>			Description	Current		YTD						Fed Withholding	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Fed MED/EE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Fed OASDI/EE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	SC Withholding	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<b>TOTAL:</b>					
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<b>Leave Balances</b>		<b>NET PAY DISTRIBUTION</b>																																																							
Effective December 1, 2015, leave accruals and time-off requests were transitioned to Kronos. To view your current leave balances, access Kronos by typing <a href="http://clemson.kronos.net">clemson.kronos.net</a> into your web browser.		<table border="1"> <thead> <tr> <th>Advice #000</th> <th>Account Type</th> <th>Account Number</th> <th>Deposit Amount</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td colspan="4"><b>TOTAL:</b></td> </tr> </tbody> </table>		Advice #000	Account Type	Account Number	Deposit Amount	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<b>TOTAL:</b>																																													
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MESSAGE:

Clemson University  
 201 Sikes  
 Clemson University  
 Clemson, SC 29634-5337

Date: 08/15/15      Advice No. 3

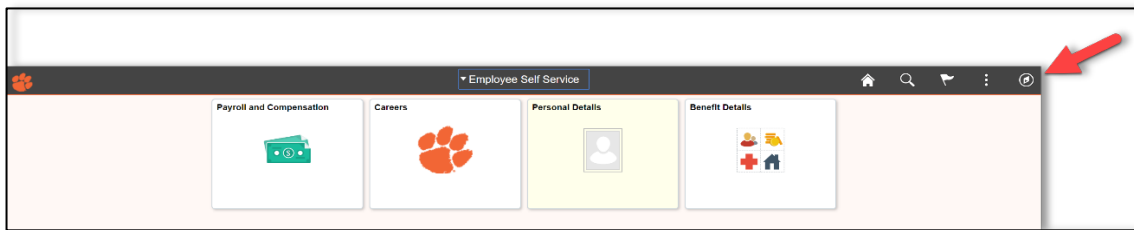
Deposit Amount: [REDACTED]  
 To The Account Of [REDACTED]

NON-NEGOTIABLE

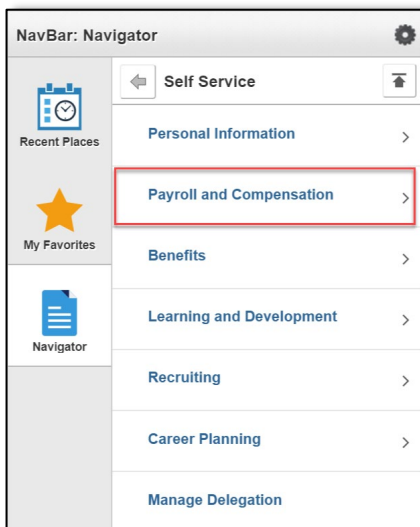
# View W-2/W-2c Forms

Upon completion of this task, you will be able View W2/W-2c Forms.

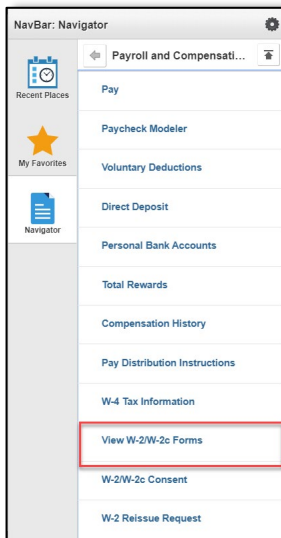
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



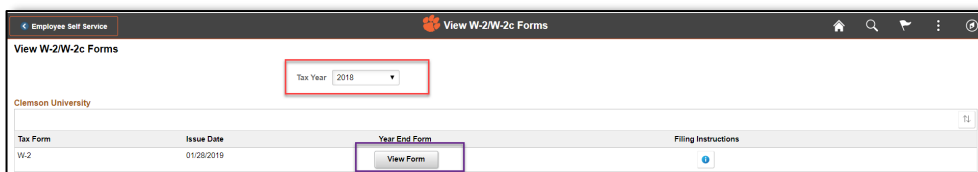
2. Navigate to **Self Service** > **Payroll and Compensation**.



3. Navigate to **Self Service > Payroll and Compensation > View W-2/W-2c Forms**.



4. Select **Tax Year** and click **View Form**.



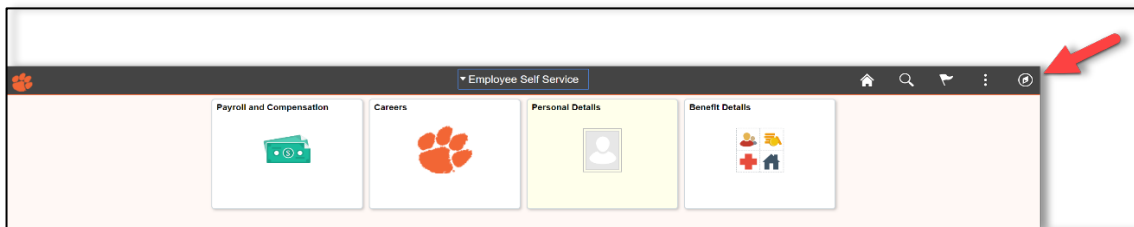
5. W2 Form appears in a pdf.

Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)				Dept. of the Treasury - IRS			
Form W-2 Wage and Tax Statement 2016				OMB No. 1545-0048			
c Employer's name, address, and ZIP code CLEMSON UNIVERSITY 201 SIKES CLEMSON UNIVERSITY CLEMSON SC 29634-5337		7 Social security tips		1 Wages, tips, other compensation		2 Federal income tax withheld	
e Employer's name, address, and ZIP code		8 Allocated tips		3 Social security wages		4 Social security tax withheld	
15 State Employer's state ID number SC		9 Verification code		5 Medicare wages and tips		6 Medicare tax withheld	
16 State wages, tips, etc.		10 Dependent care benefits		11 Nonqualified plans		12a	
17 State income tax		13 <input checked="" type="checkbox"/> Social Security <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Unemployment Insurance		14 Other		12b	
18 Local wages, tips, etc.		b Employer identification number (EIN) 57-6000254				12c	
19 Local income tax		a Employer's social security number				12d	
20 Locality name							
Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return				Dept. of the Treasury - IRS			
Form W-2 Wage and Tax Statement 2016				OMB No. 1545-0048			
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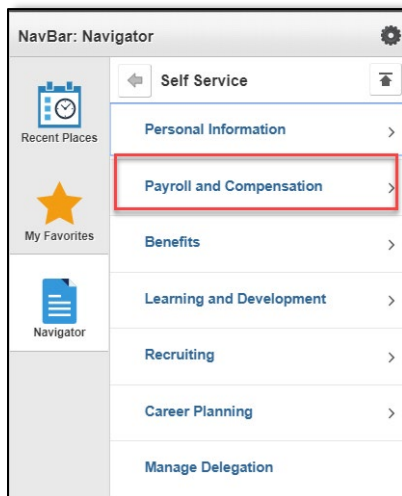
# Enter and Edit W4 Tax Information

Upon completion of this task, you will be able to enter and edit your W4 Tax Information.

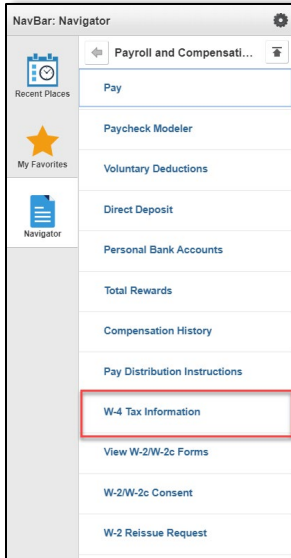
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



2. Navigate to **Self Service** > **Payroll and Compensation**.



3. Navigate to **Self Service > Payroll and Compensation > W4 Tax Information.**



4. Verify **Home Address.**

The screenshot shows the 'W-4 Tax Information' page in a mobile application. At the top left is a back arrow and the text 'Pay'. At the top right is the 'W-4 Tax Information' title with an orange paw print icon. The page content includes the name 'Steve Rogers' and 'Clemson University' on the left, and 'Social Security Number 247-05-1620' on the right. Below this is a paragraph of text explaining the purpose of Form W-4. Further down, there is a section titled 'Home Address' with a light blue input field. Below the input field, the address '123 Maple St, Clemson SC 29631' is displayed.



5. Under **W4 Tax Data**:

**Enter total number of Allowances you are claiming** and **Enter Additional Amount, if any, you want withheld from each paycheck**. Select either **“Single”** or **“Married”** radio button to **Indicate Tax Status**.

- **If married filing separately, check here and select Single status for “Married, but withhold at higher Single rate”.**
- **Check here if your last name differs from that shown on your social security card.**

**W-4 Tax Data**

Enter total number of Allowances you are claiming

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

Indicate Tax Status       Single       Married

If married filing separately, check here and select Single status for "Married, but withhold at higher Single rate."

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.

6. Under **Claim Exemption**:

Enter valid year for the withholdings and check the box if you meet both conditions. Select **Submit** to declare that information has been examined and is true, correct and complete.

**Claim Exemption**

I claim exemption from withholding for the year  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.
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

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.