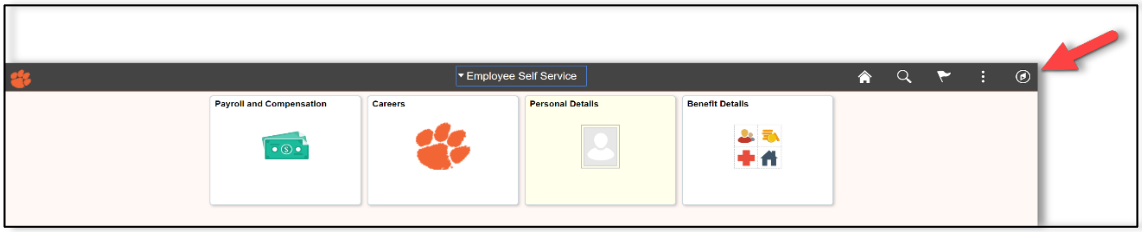
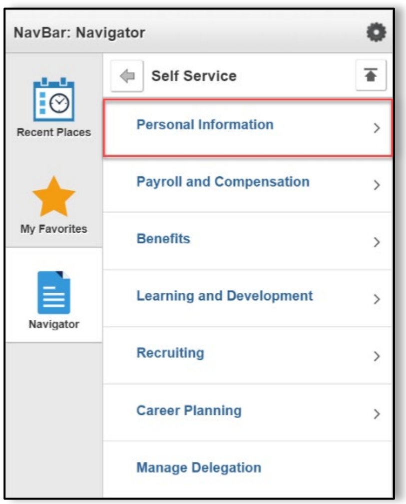
Additional Information

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

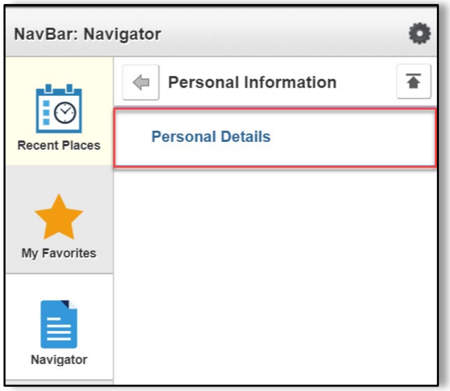
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



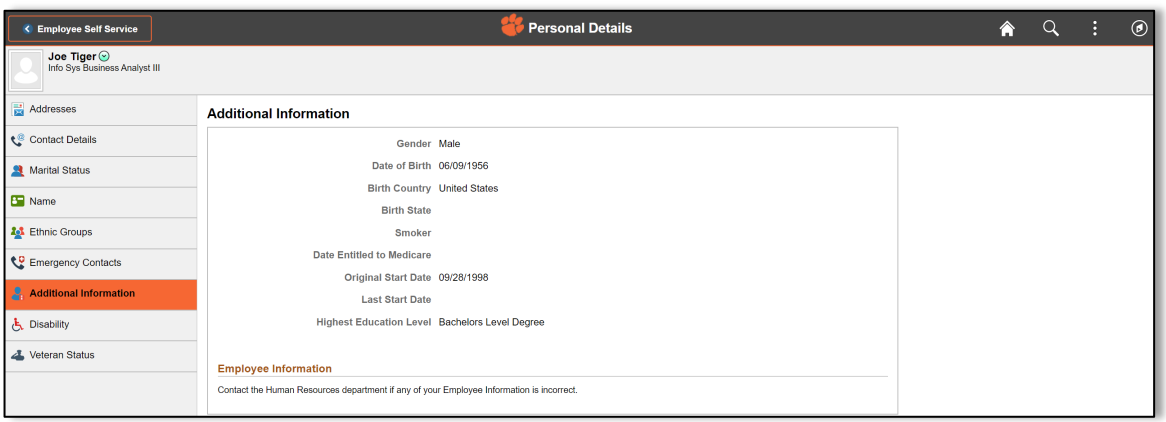
2. Navigate to **Self Service** > **Personal Information**.



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



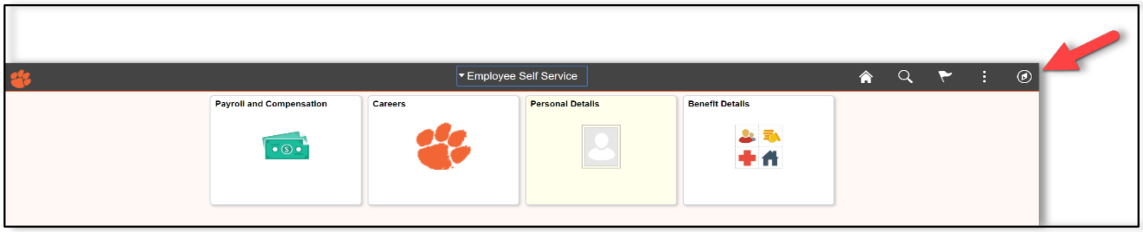
4. Select **Additional Information** to verify additional employee information. If the information is incorrect, please contact Clemson University Human Resources.



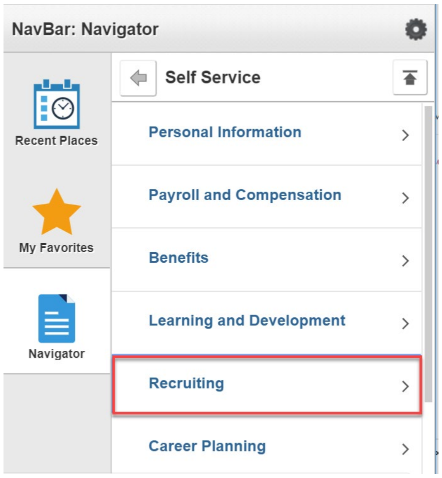
Internal Applicant Apply for Job – w/an existing resume.

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

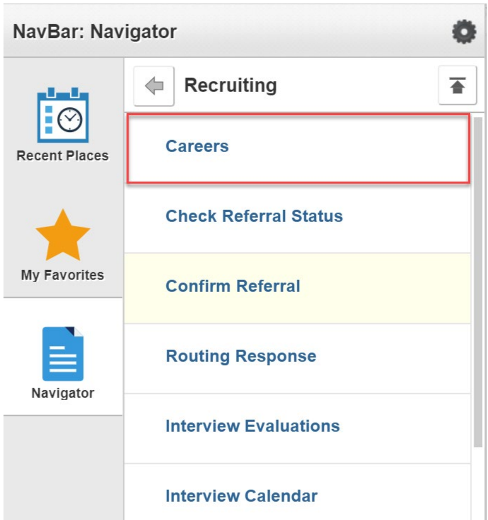
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



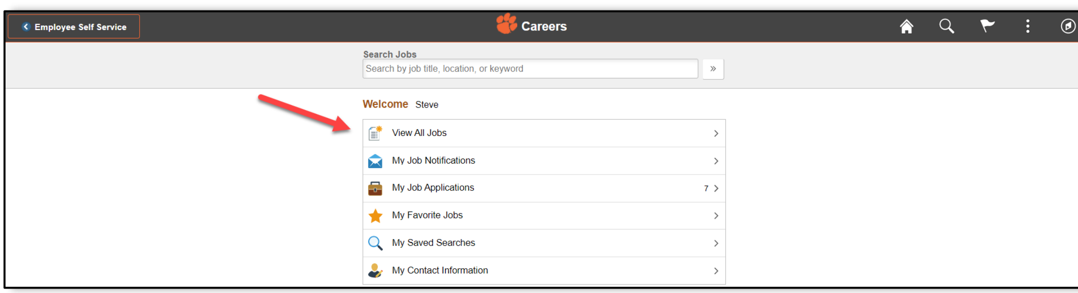
2. Navigate to **Self Service** > **Recruiting**.



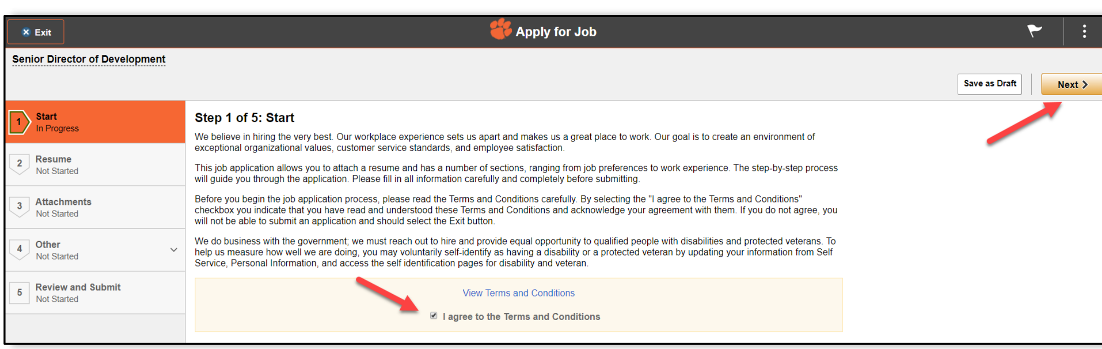
3. Navigate to **Self Service** > **Recruiting** > **Careers**.



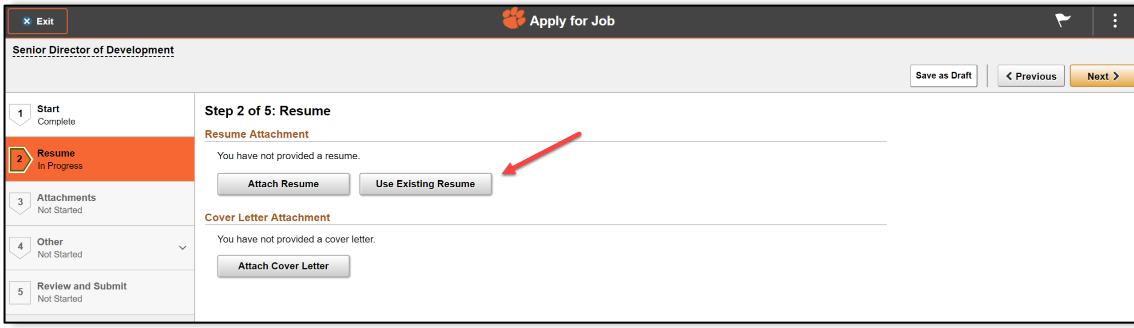
4. Select **View All Jobs** and select the position that you would like to apply for.



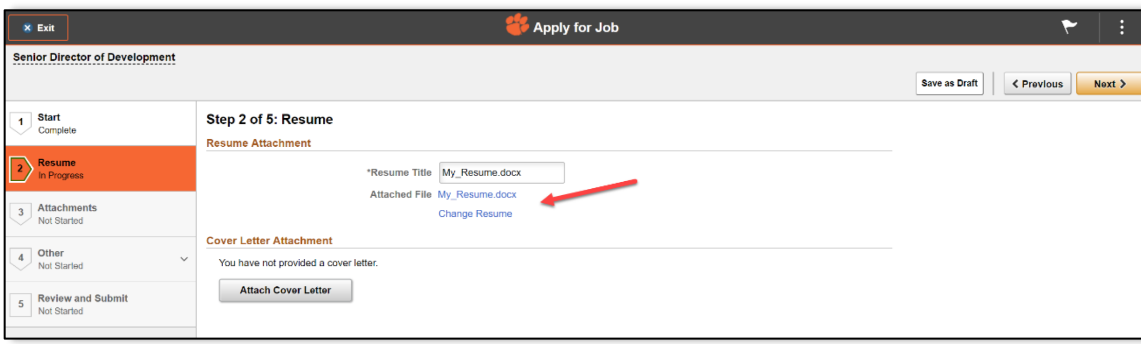
5. To start the process of applying for this job, you must agree to the terms and conditions in **Step 1 of 5**, then select **Next** in the top right hand corner.

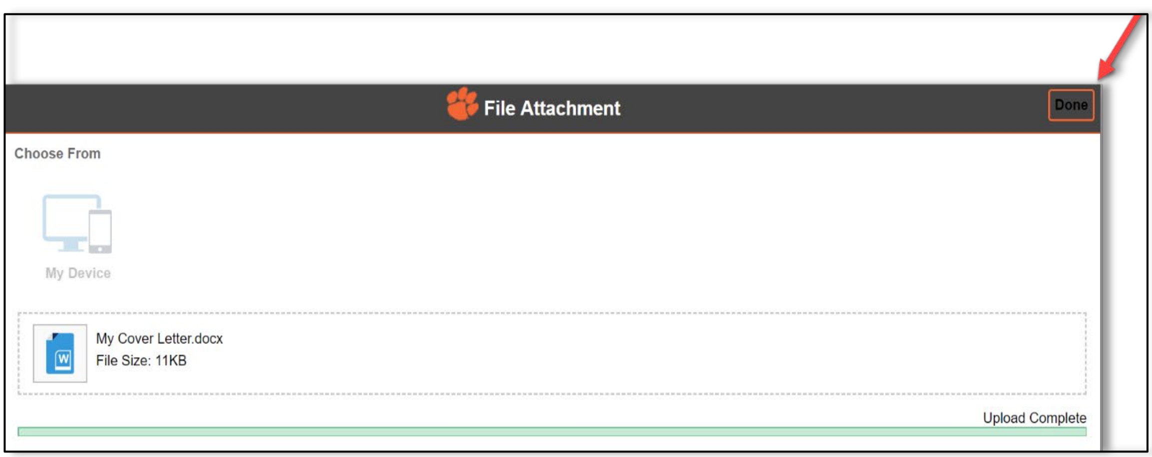


6. **Step 2 of 5** allows you to attach a new **Resume** and **Cover Letter**. To attach an existing resume, select **Use Existing Resume**. To attach the cover letter, select **Attach Cover Letter**. Once you have uploaded the existing resume and cover letter, select **Done**. Once you have completed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

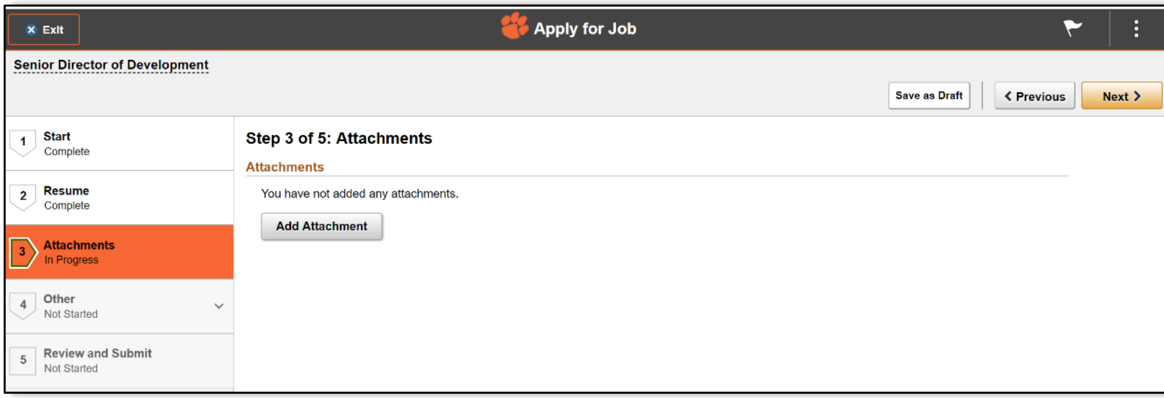


7. Select the resume you wish to use and select **Next**.

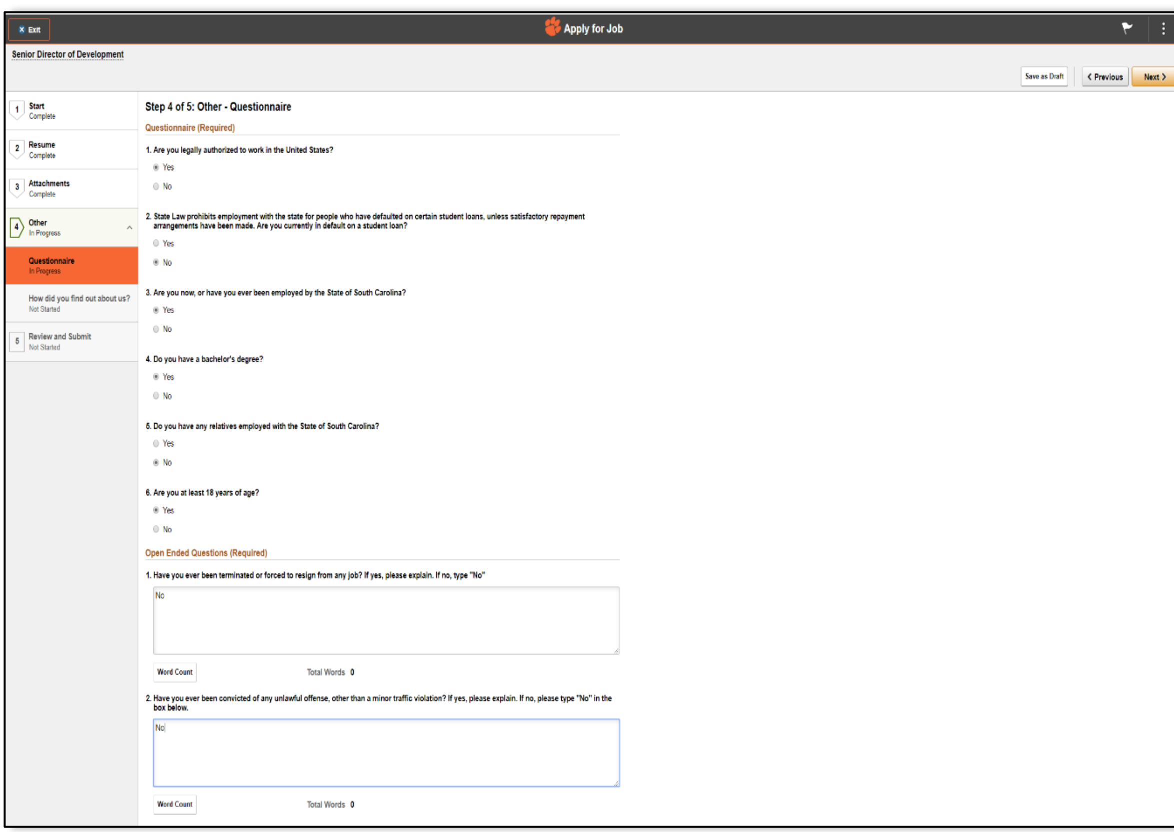




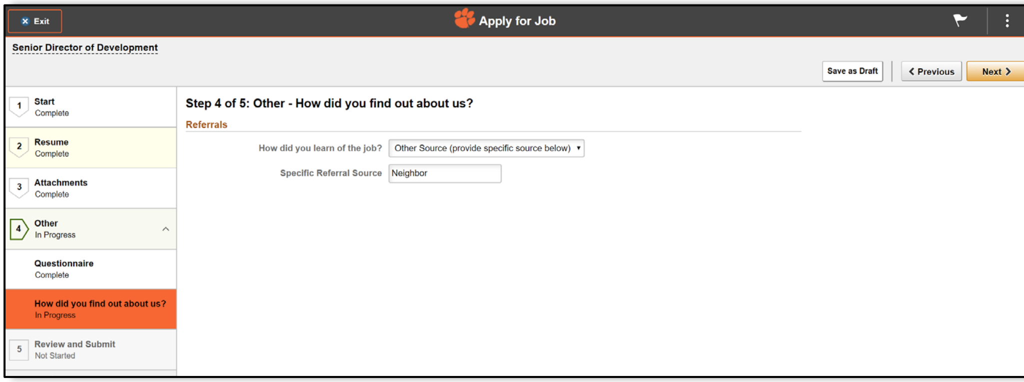
8. **Step 3 of 5** allows you to add any other attachments. Once you have completed this step, select **Next**.



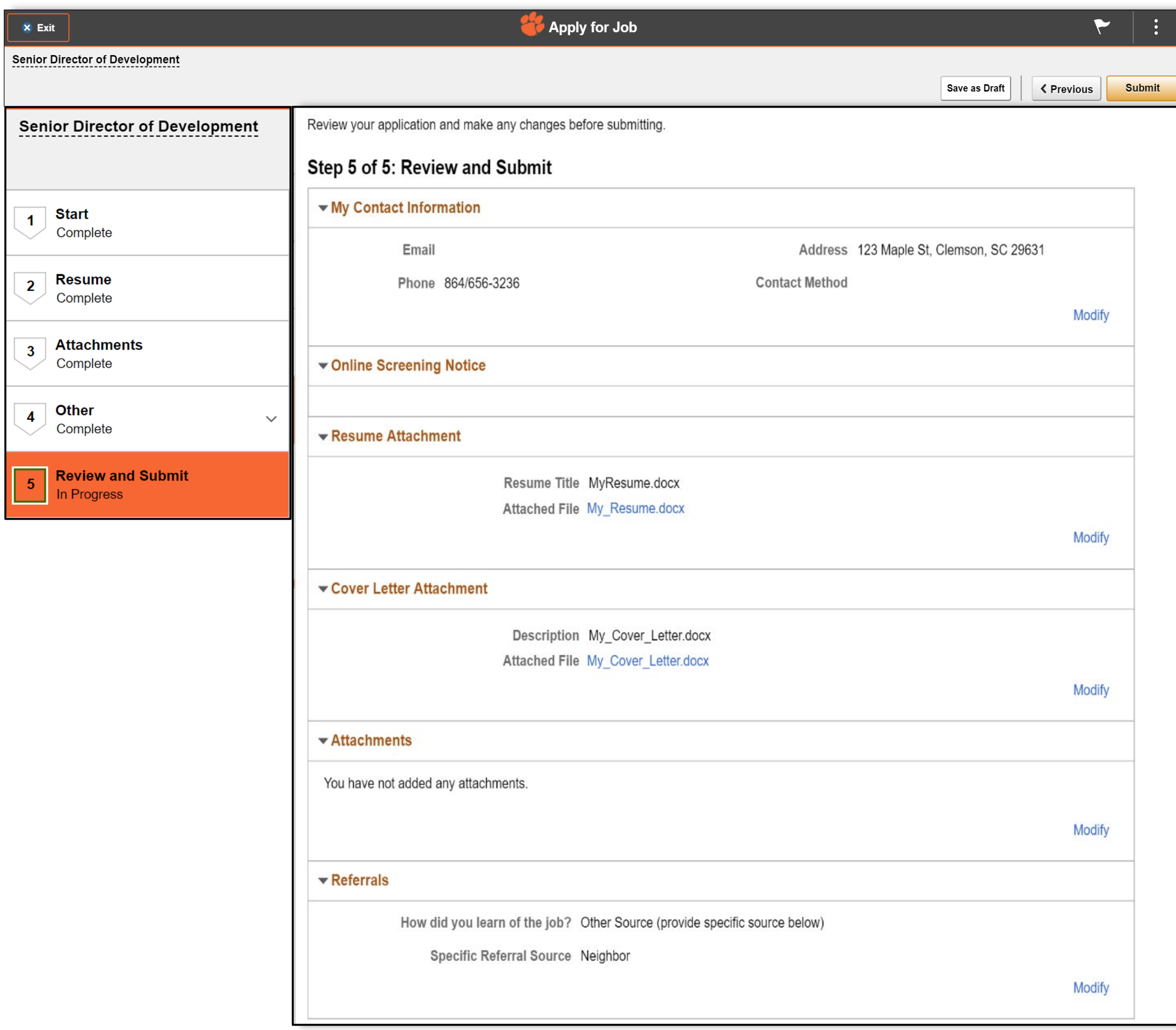
9. Complete the required **Questionnaire** in **Step 4 of 5**. Once you have completed this step, select **Next**.



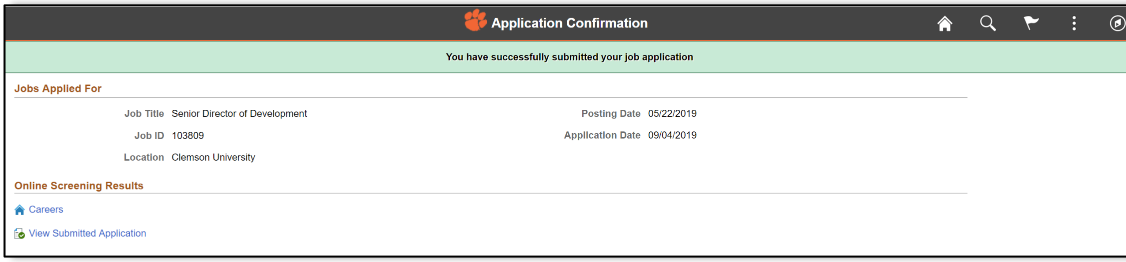
10. Complete the section "**How did you find out about us?**" Select **Next**.



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



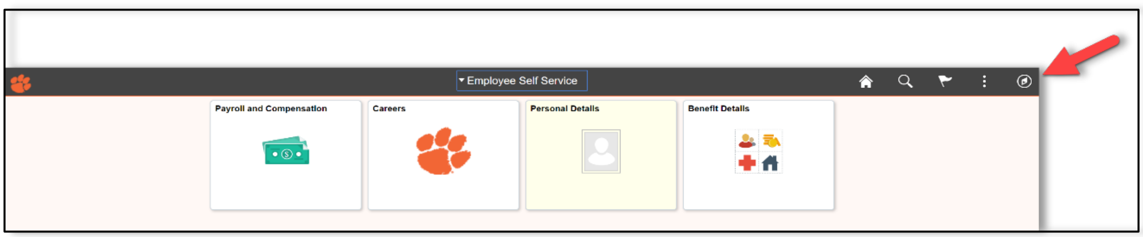
12. Verify **Jobs Applied For**.



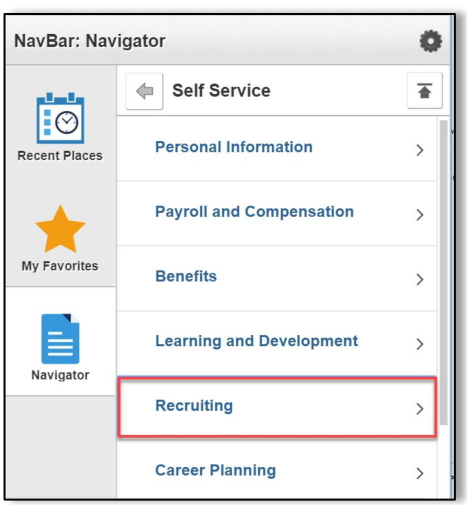
Internal Applicant Apply for Job – w/a new resume.

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

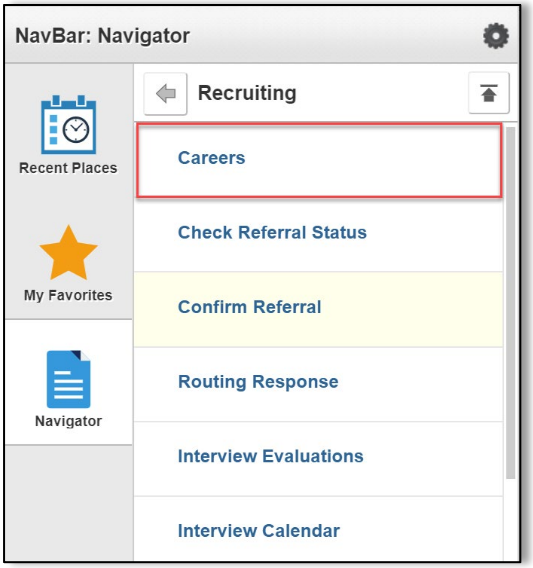
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



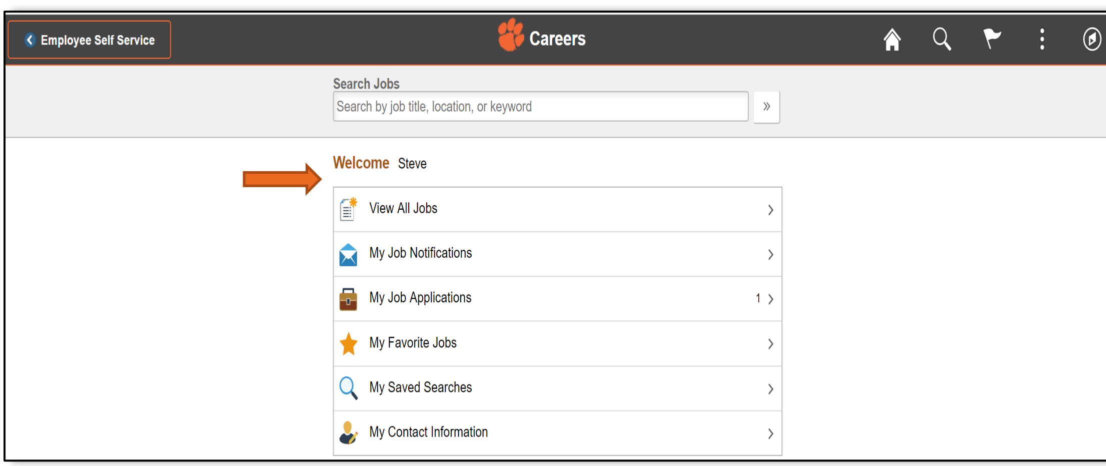
2. Navigate to **Self Service** > **Recruiting**.



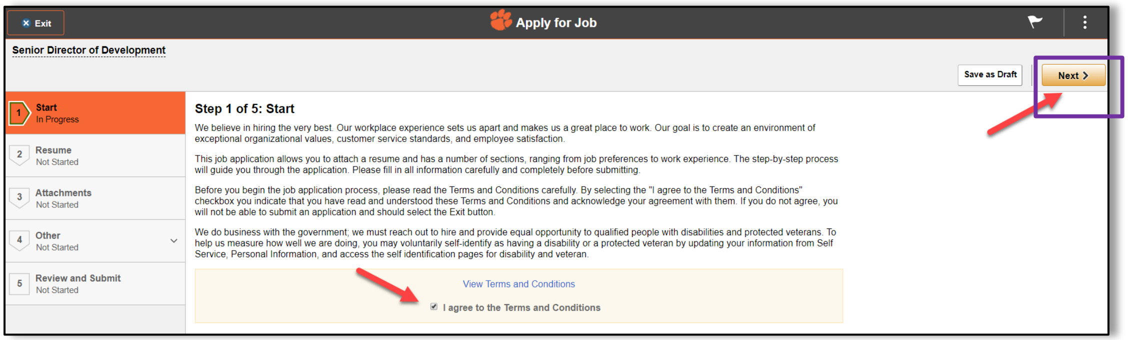
3. Navigate to **Self Service** > **Recruiting** > **Careers**.



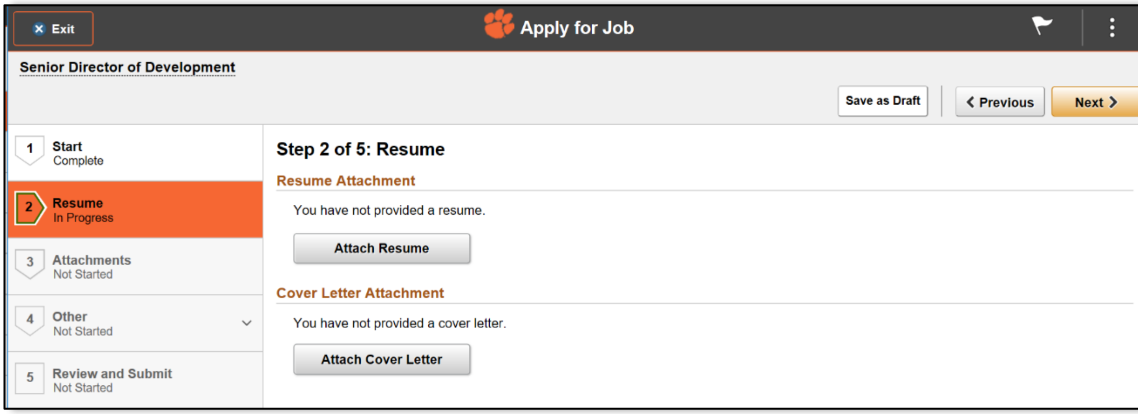
4. Select **View All Jobs** and select the position that you would like to apply for.

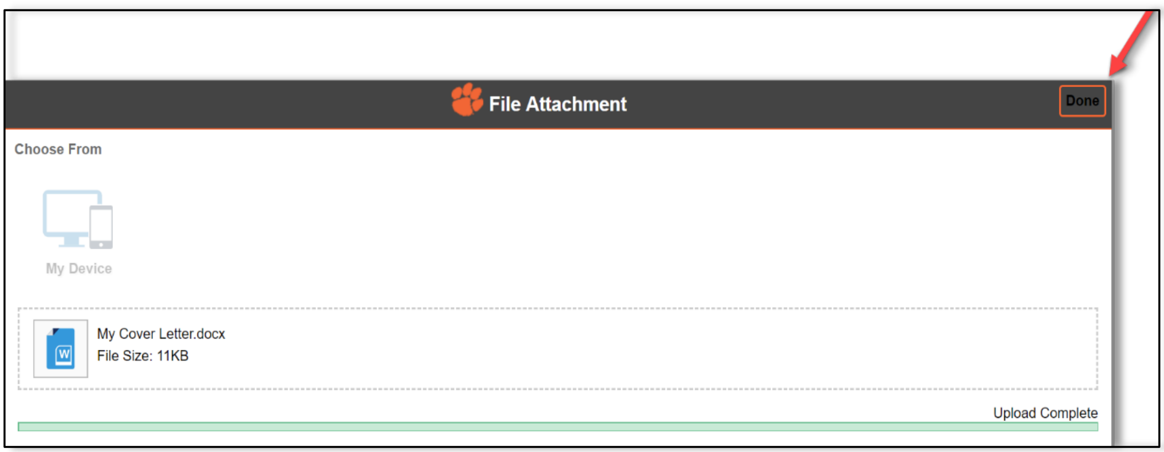


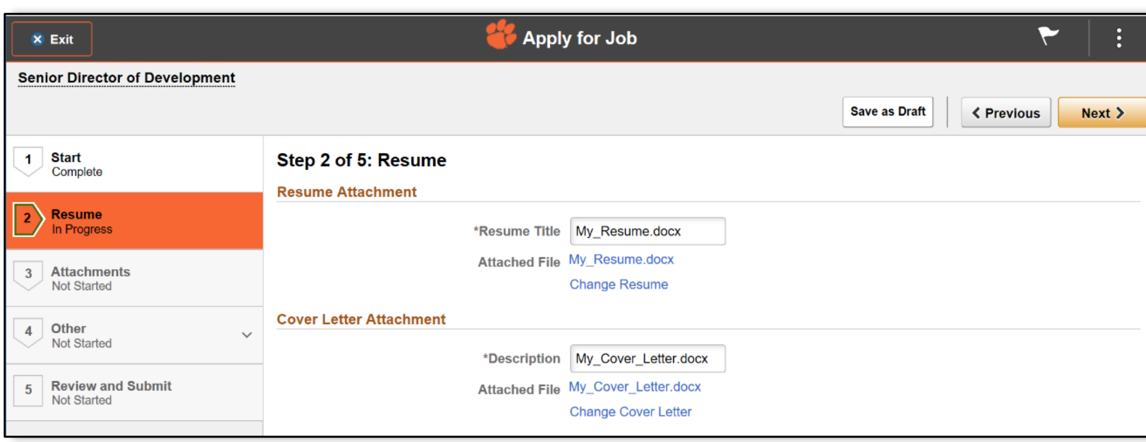
5. To start the process of applying for this job, you must agree to the terms and conditions in **Step 1 of 5**, then select **Next** in the top right hand corner.



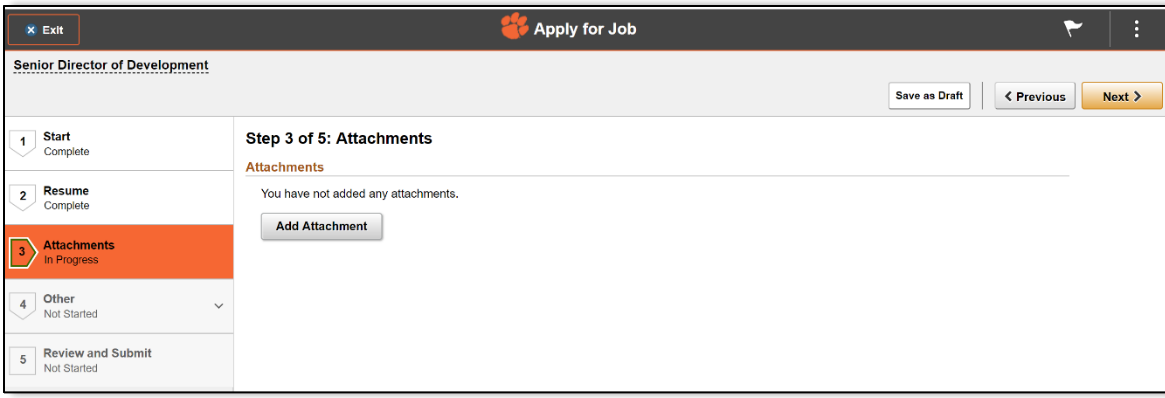
6. **Step 2 of 5** allows you to attach a **Resume** and **Cover Letter**. To attach a resume, select **Attach Resume**. To attach the cover letter, select **Attach Cover Letter**. Once you have uploaded the resume and cover letter, select **Done**. Once you have completed this step, select **Next**.



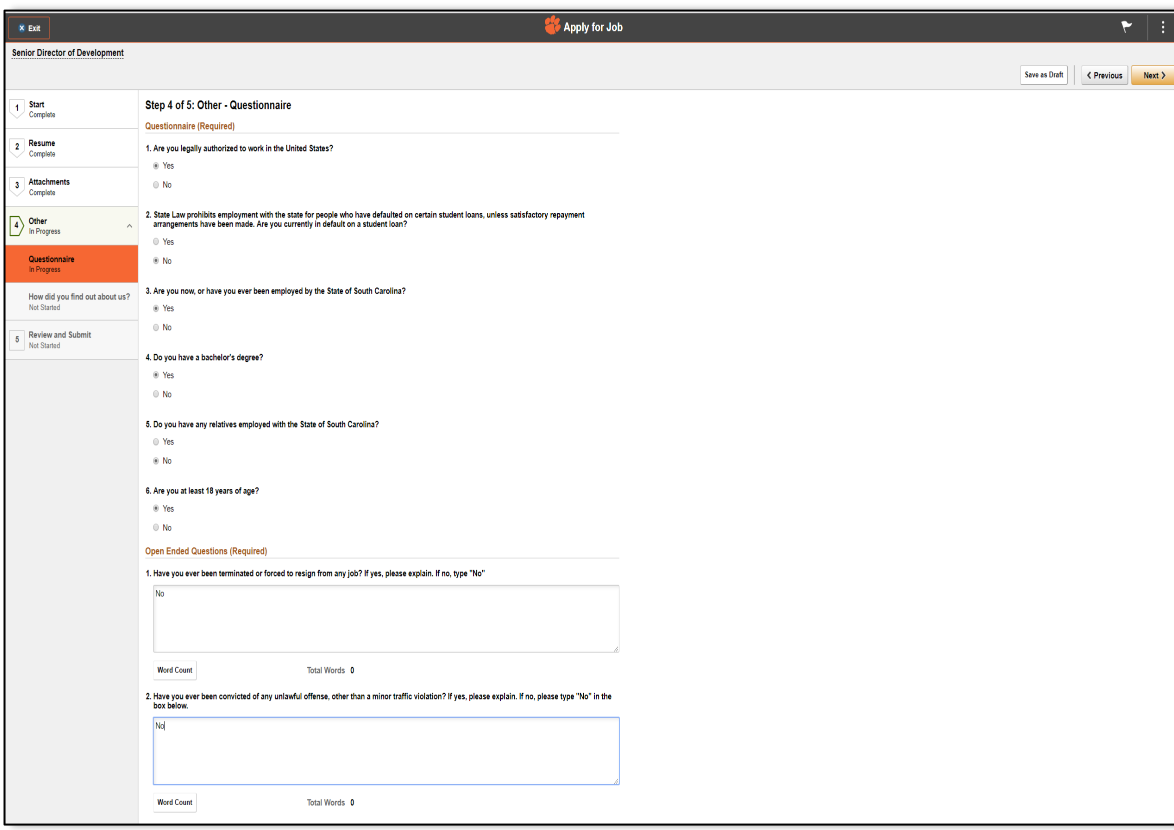




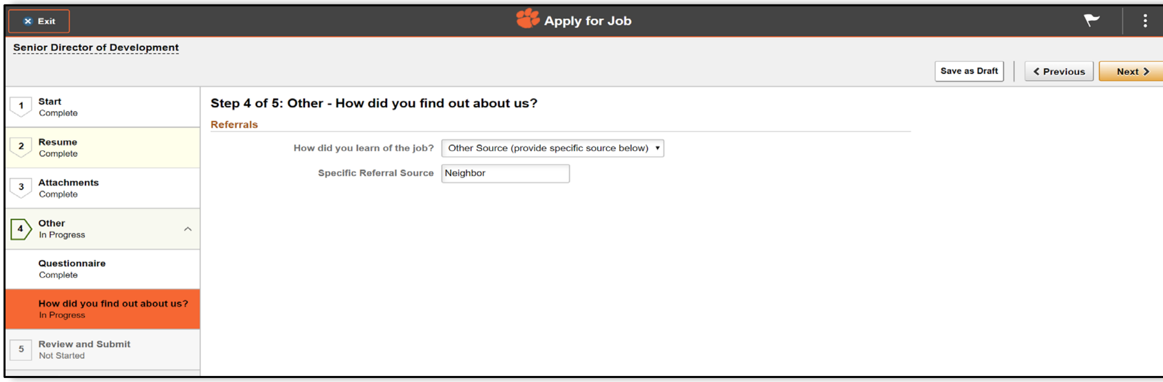
7. **Step 3 of 5** allows you to add any other attachments. Once you have completed this step, select **Next**.



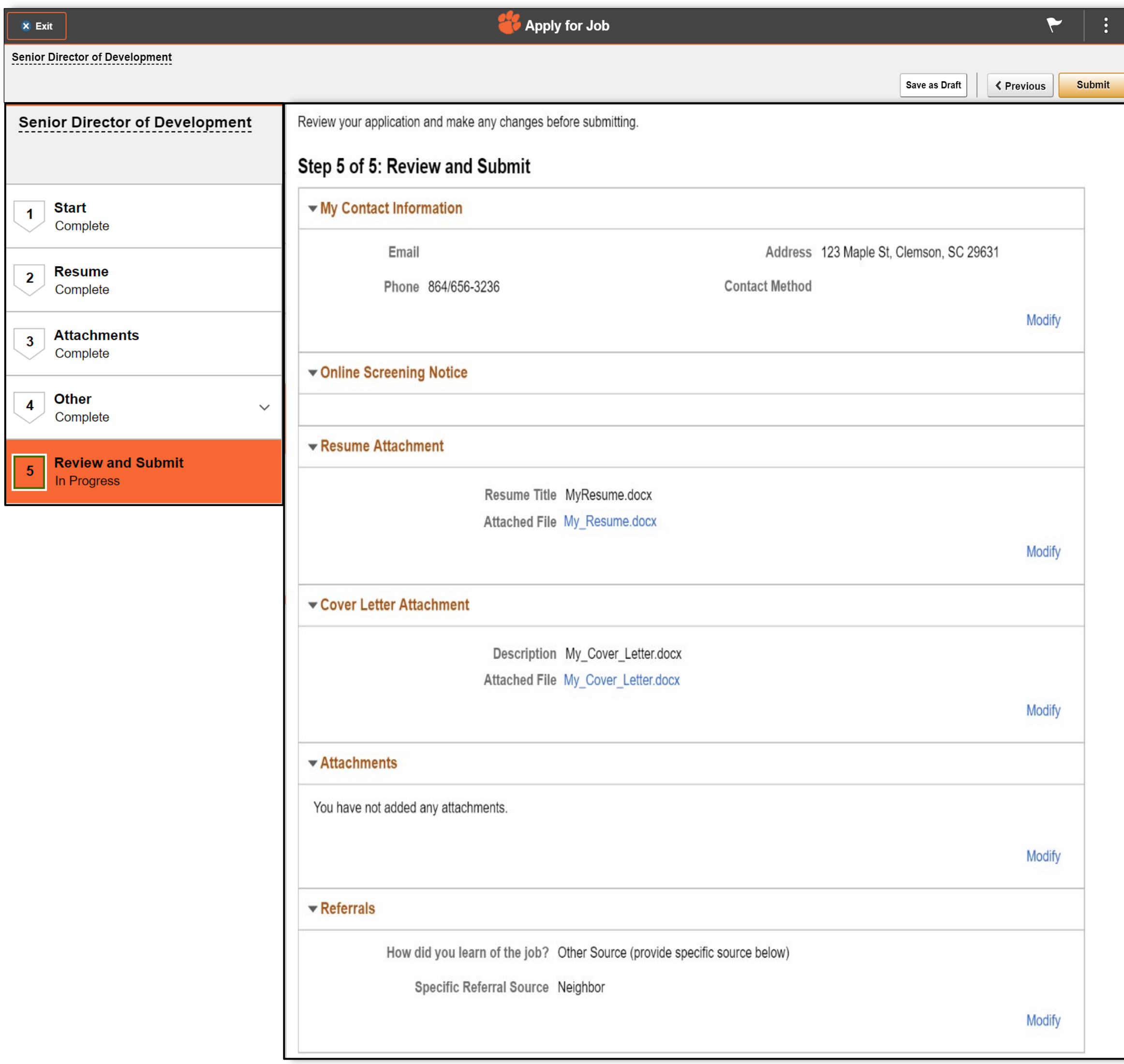
8. Complete the required **Questionnaire** in **Step 4 of 5**. Once you have completed this step, select **Next**.



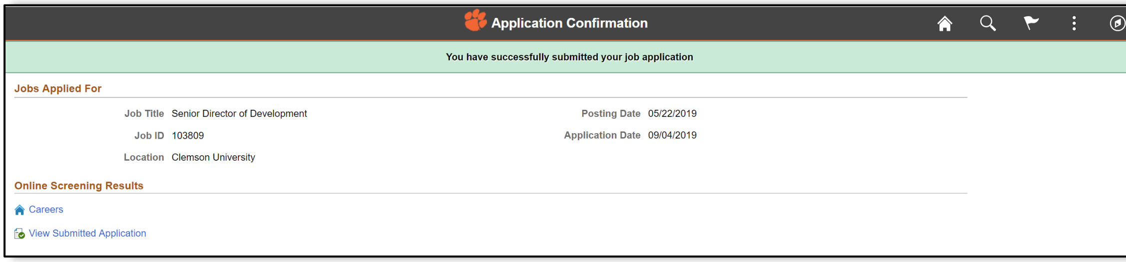
9. Complete the section “**How did you find out about us?**” Select **Next**.



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



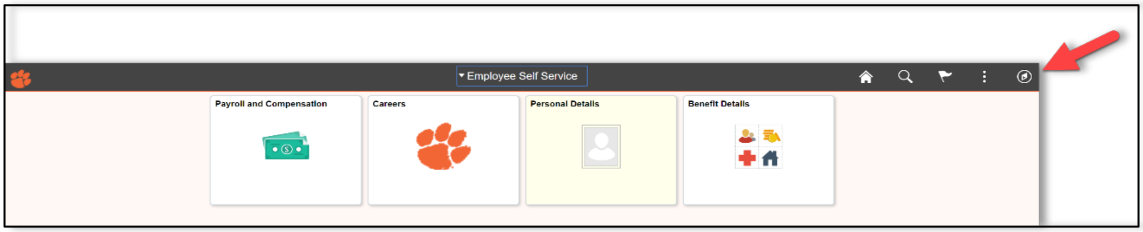
11. Verify **Jobs Applied For**.



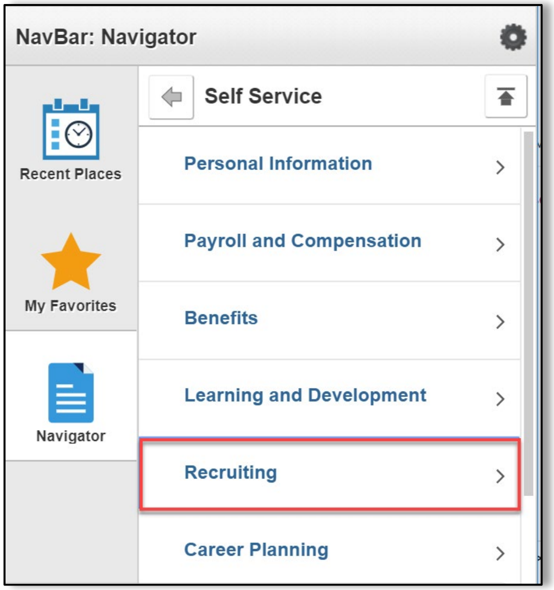
Internal Applicant Apply for Job – w/out a resume.

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

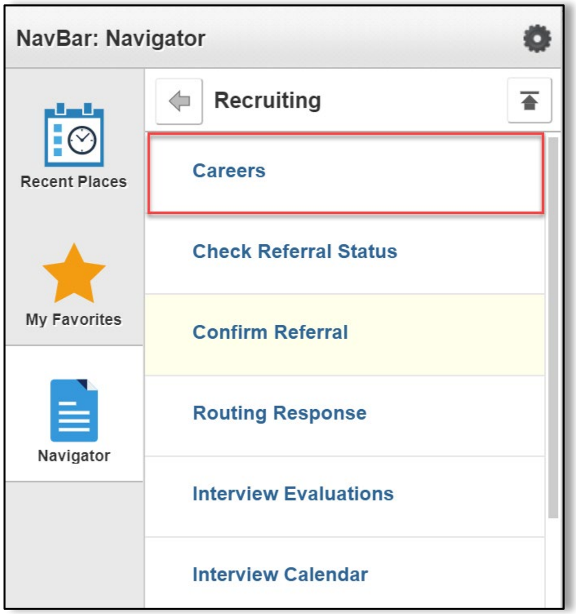
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



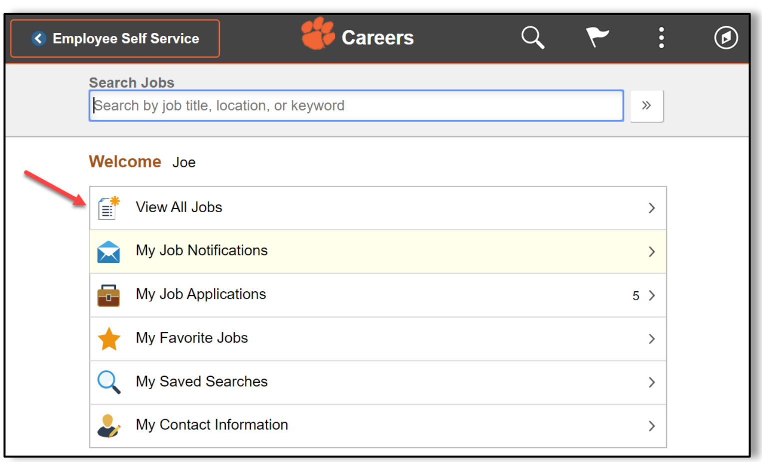
2. Navigate to **Self Service** > **Recruiting**.



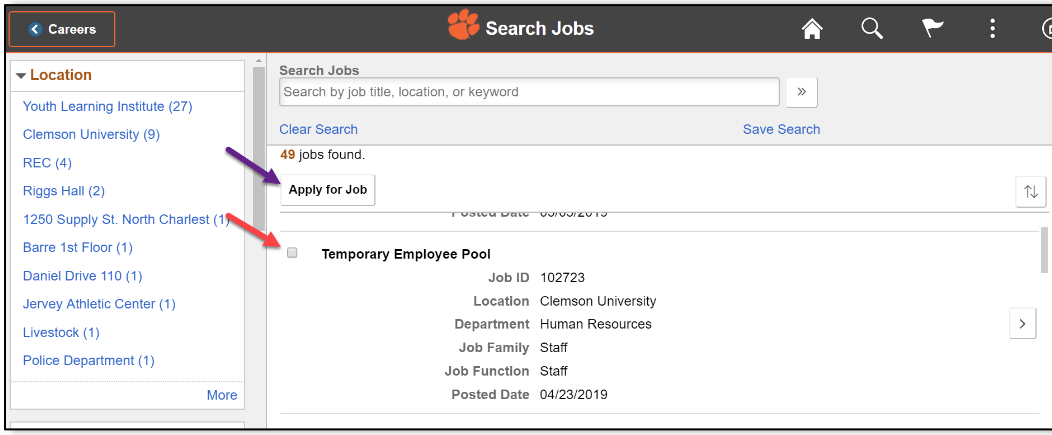
3. Navigate to **Self Service** > **Recruiting** > **Careers**.



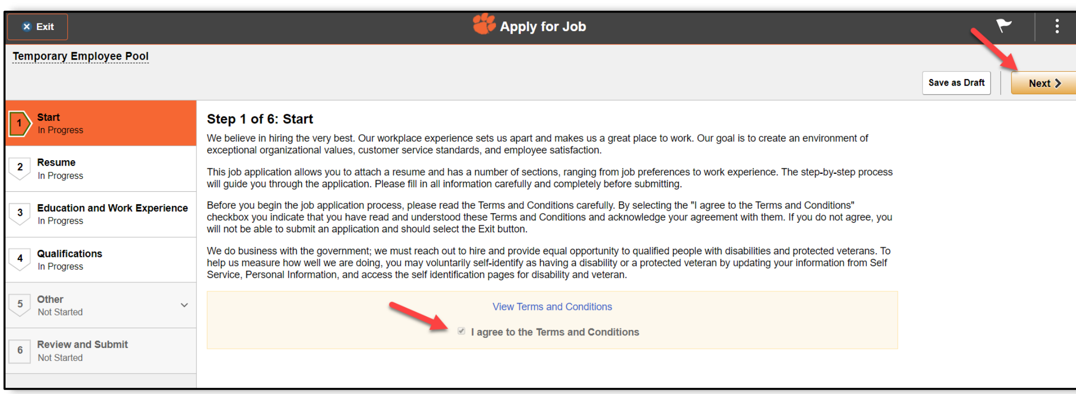
4. Select **View All Jobs** and select the position that you would like to apply for.



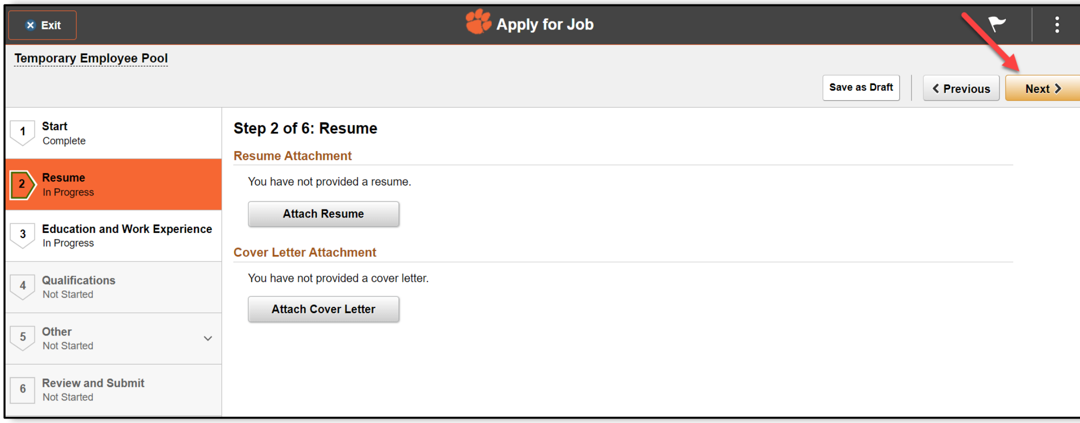
5. Select **Apply for Job** and select position desired.



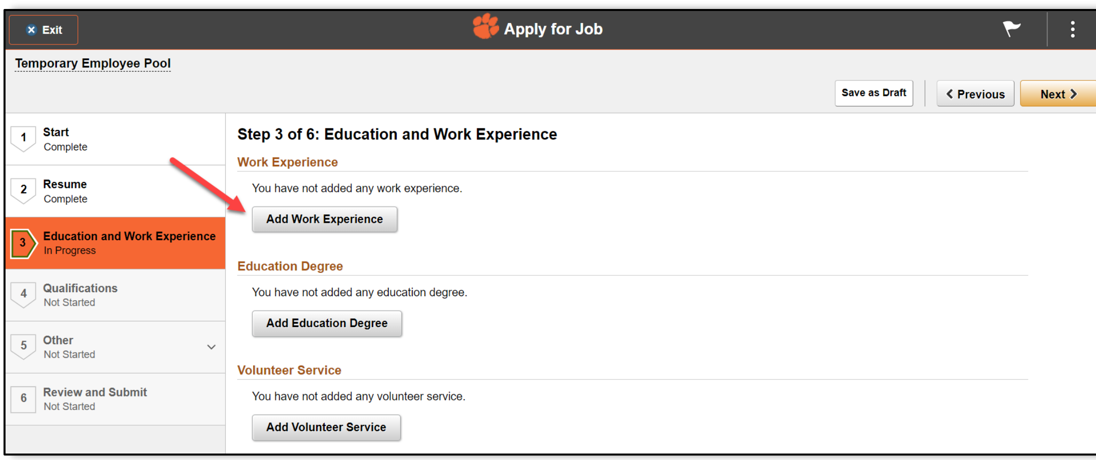
6. To start the process of applying for this job, you must agree to the terms and conditions in **Step 1 of 6**, then select **Next** or forward arrow in the banner to advance to the next step.



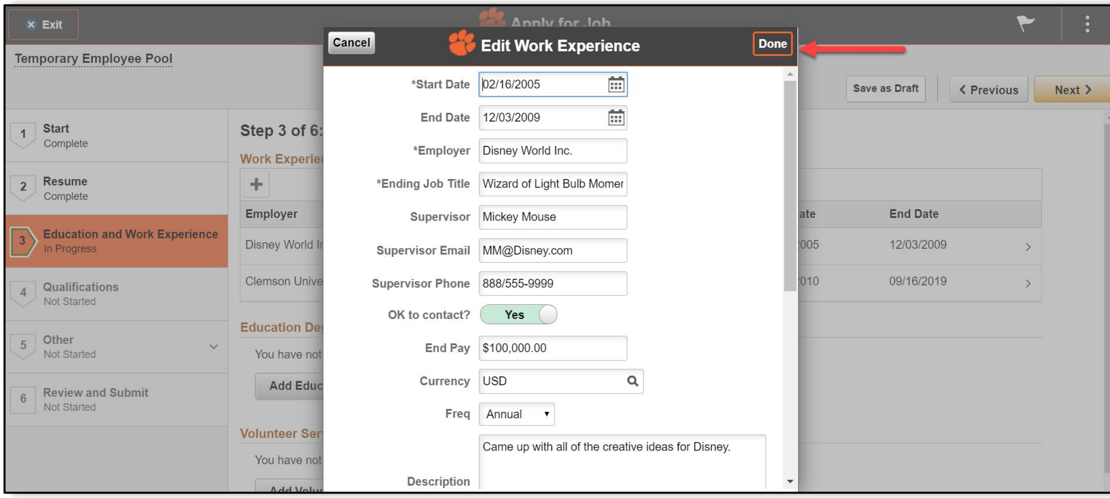
7. In **Step 2 of 6**, select **Next** or forward arrow in the banner to apply for a job without a resume.



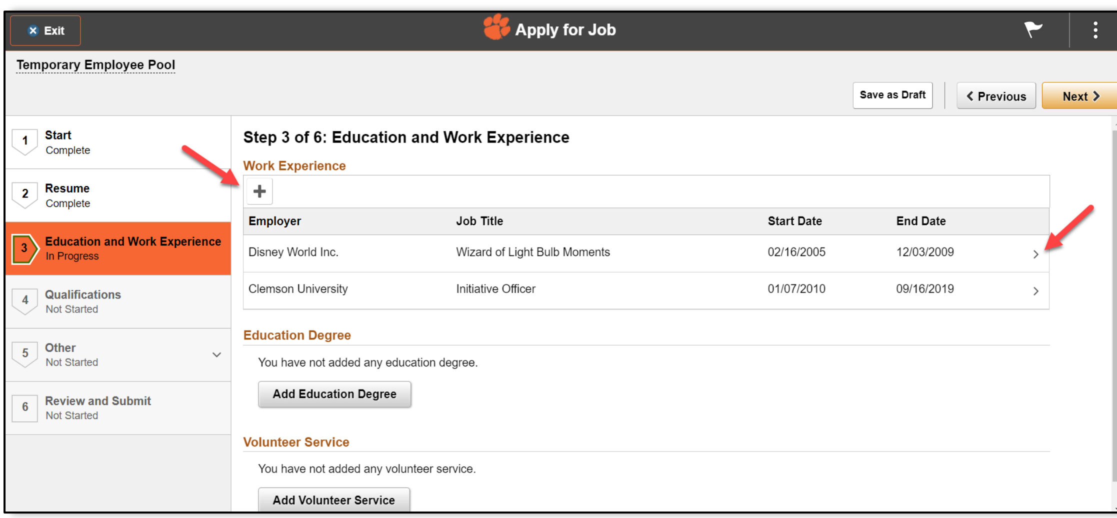
8. To begin **Step 3 of 6**, select **Add Work Experience**.



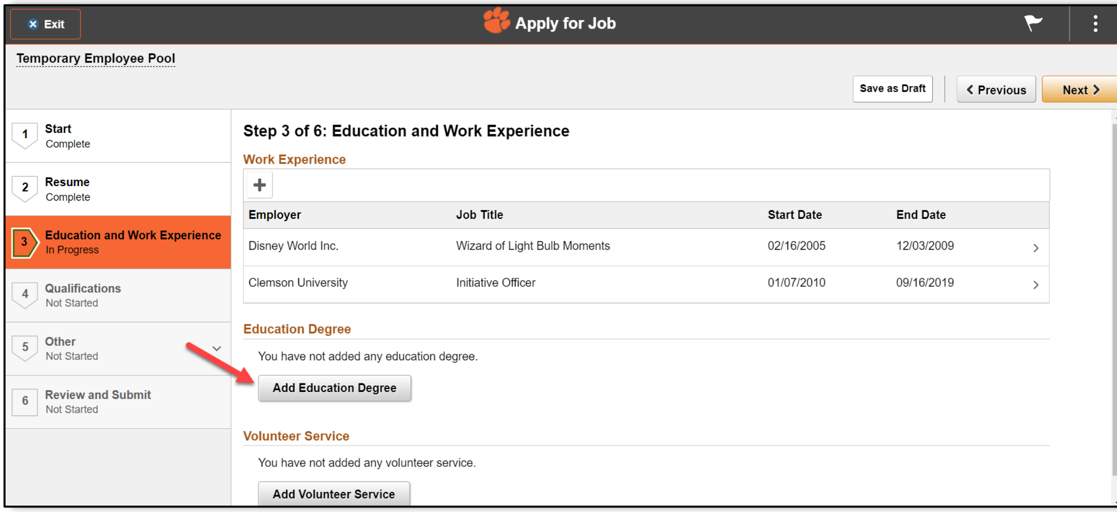
9. Enter past work history and select **Done**.



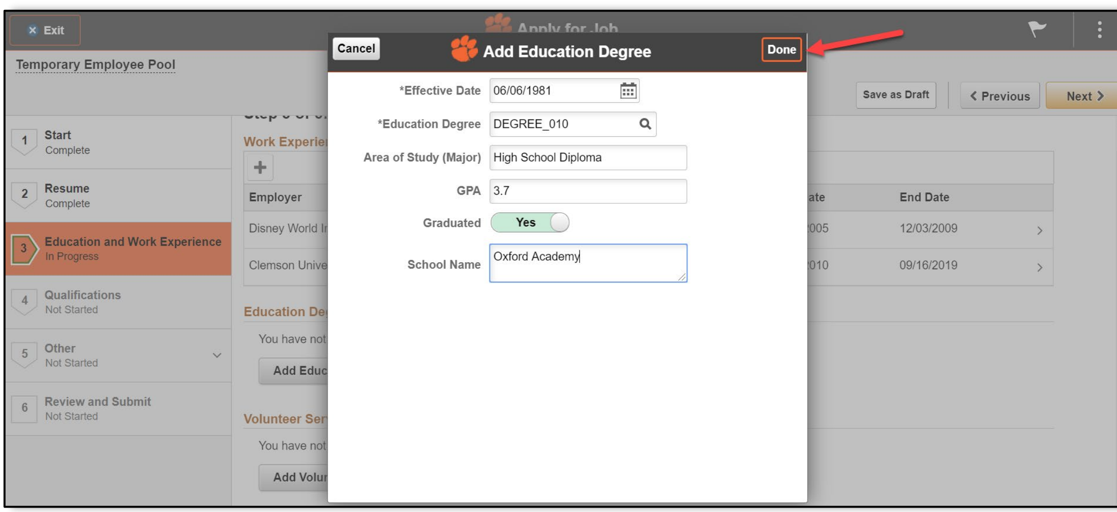
10. For additional job history, select the "**+**" under **Work Experience**. To edit information that you have entered previously, select the **right arrow** on the row you wish to edit.



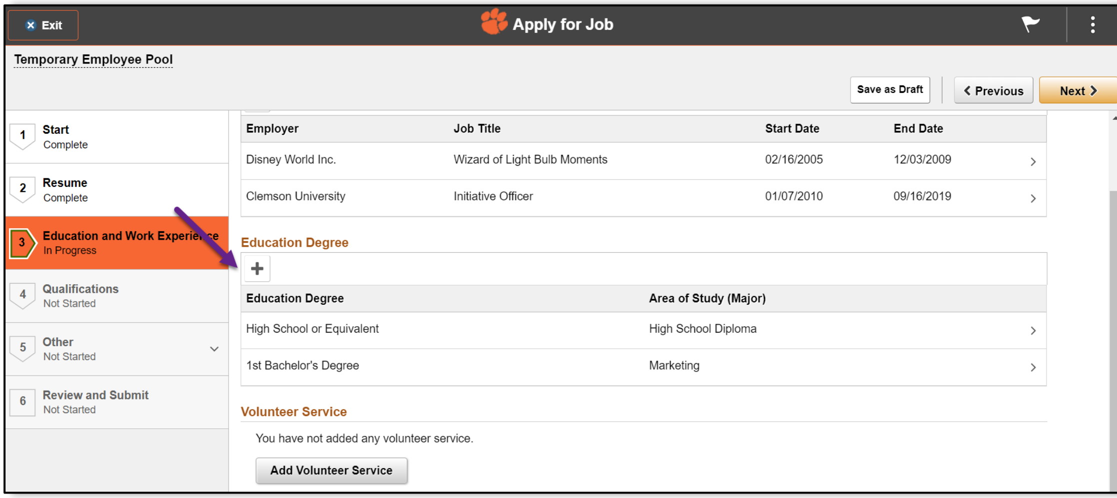
11. For educational information, select **Add Education Degree** under the Education Degree section.



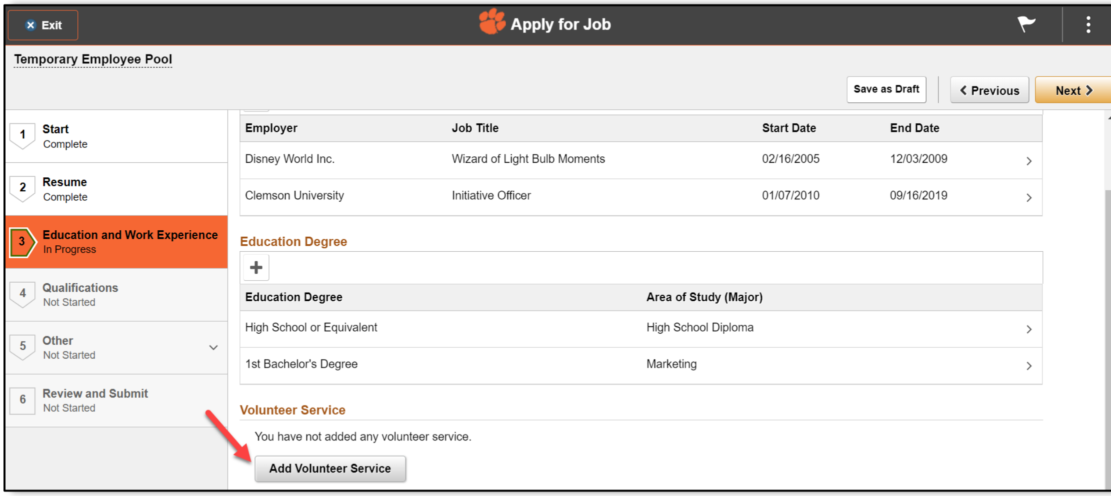
12. Enter educational information and select **Done**.

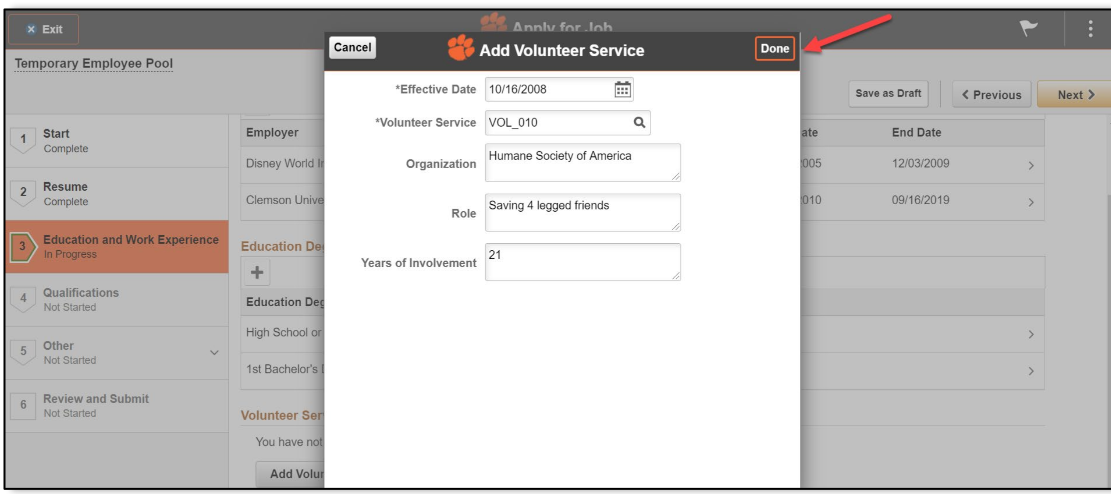


13. To add educational information, select the "**+**", enter the information and select **Done**.

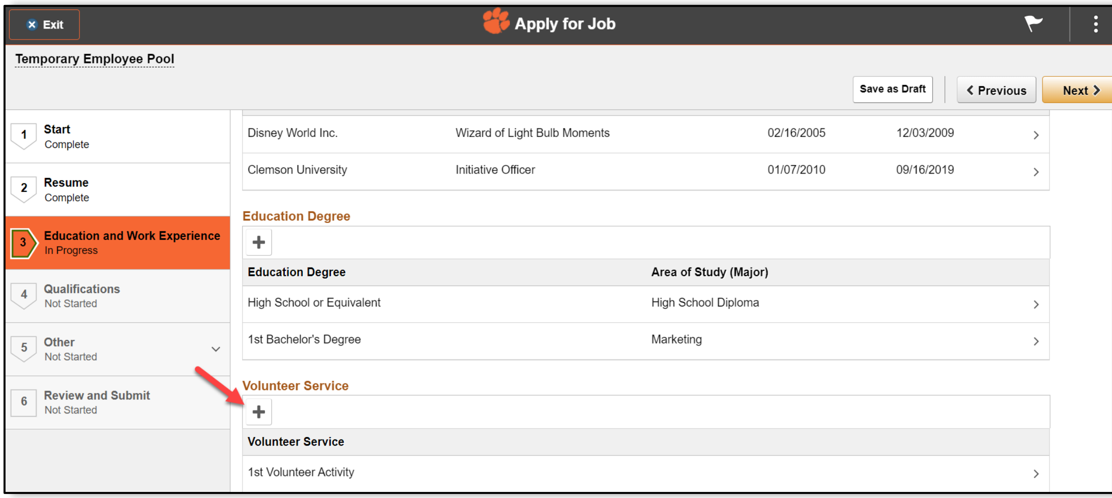


14. To enter volunteer service, select **Add Volunteer Service**. Enter the information and select **Done**.

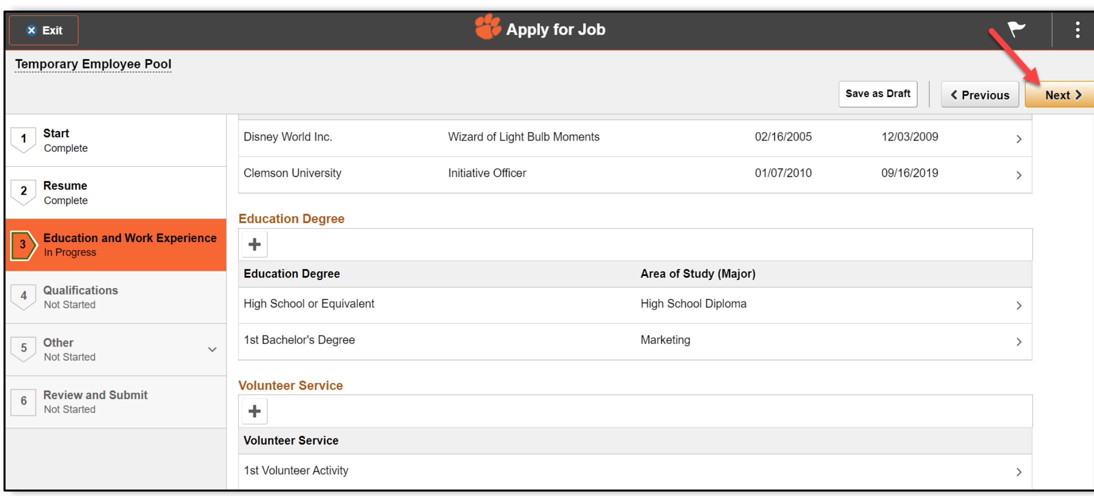




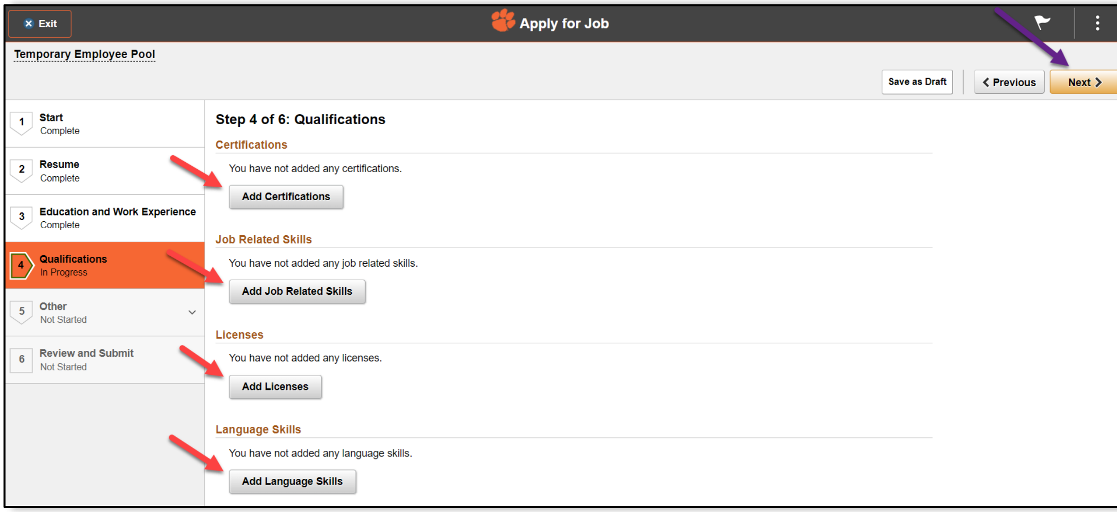
15. For additional **Volunteer Service**, select the "**+**", enter the information and select **Done**.



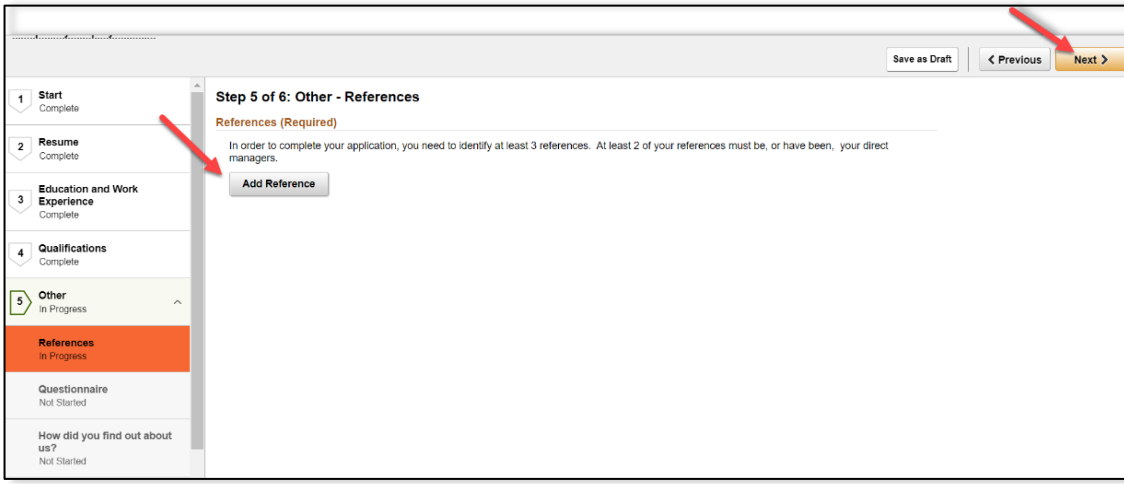
16. When **Step 3** is complete, select **Next** or forward arrow in the banner to advance to the next step.

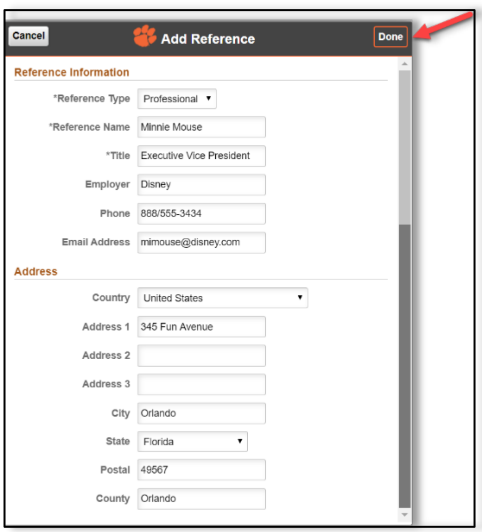


17. **Step 4 of 6** allows you to enter **Certifcations**, **Job Related Skills**, **Licenses**, and **Language Skills**. Once all relevant information has been entered, select **Next** or forward arrow in the banner to advance to the next step.

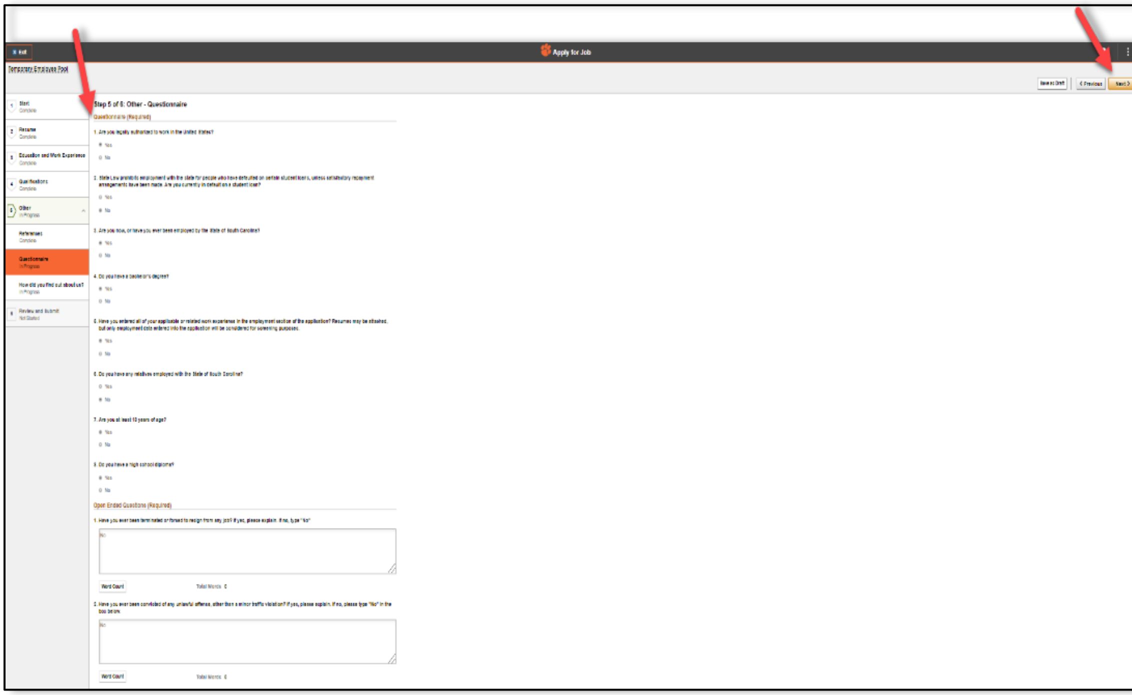


18. In order to complete your application, you need to identify at least 3 references in **Step 5 of 6**. Select **Add Reference**. Complete the required information and select **Done**. Select **Next** or forward arrow in the banner to advance to the next step.

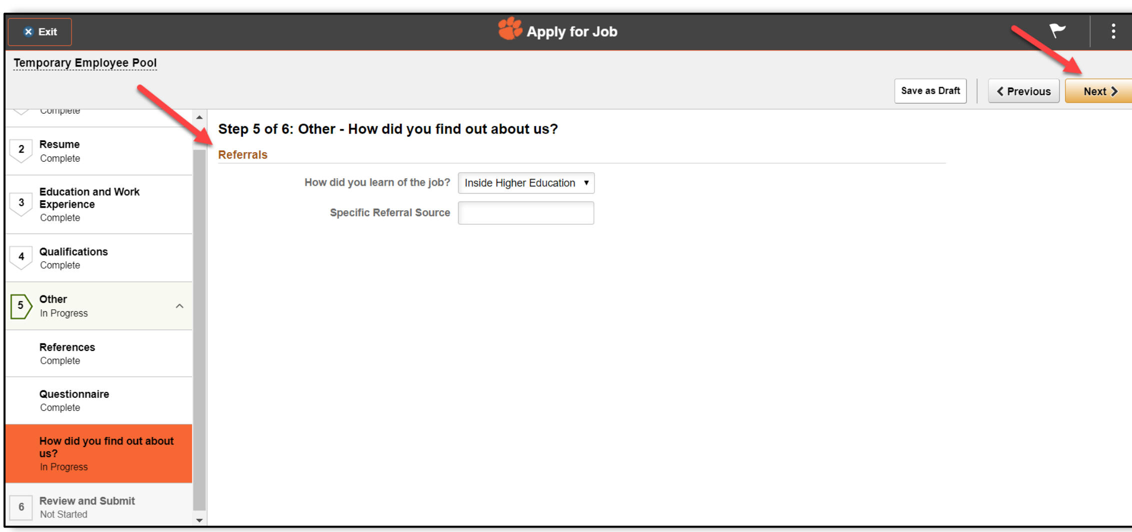




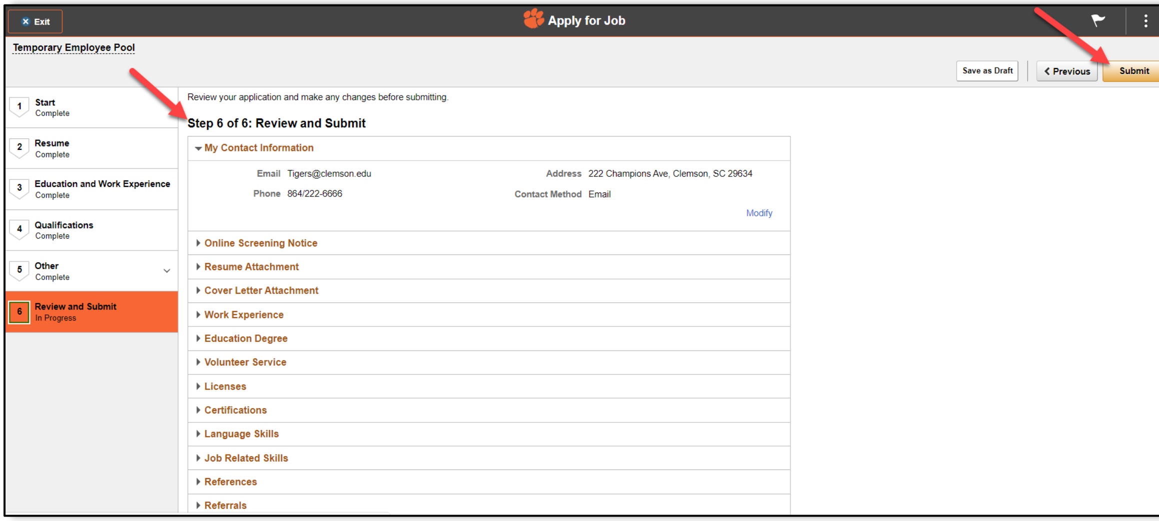
19. Complete the required **Questionnaire** in **Step 5 of 6**. Once you have completed this step, select **Next** or forward arrow in the banner to advance to the next step.



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.



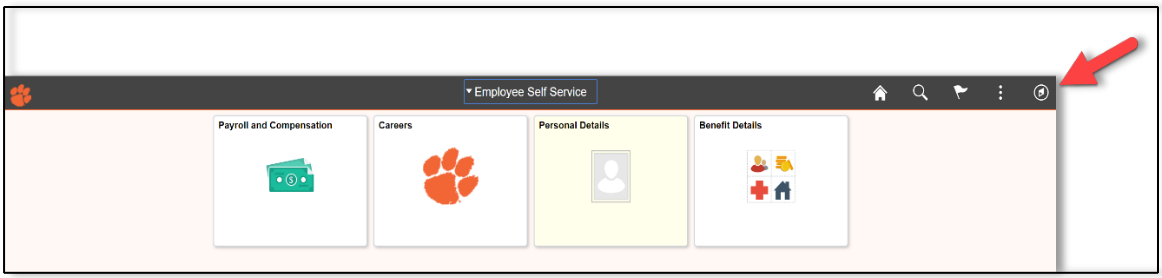
21. **Step 6 of 6: Review and Submit** your application.



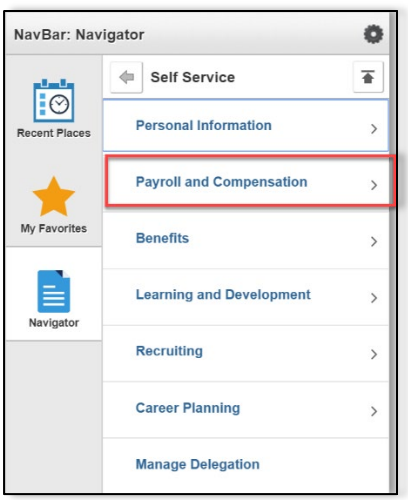
View Compensation History

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

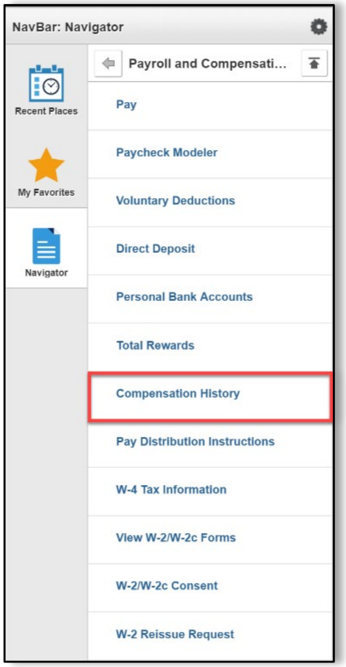
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



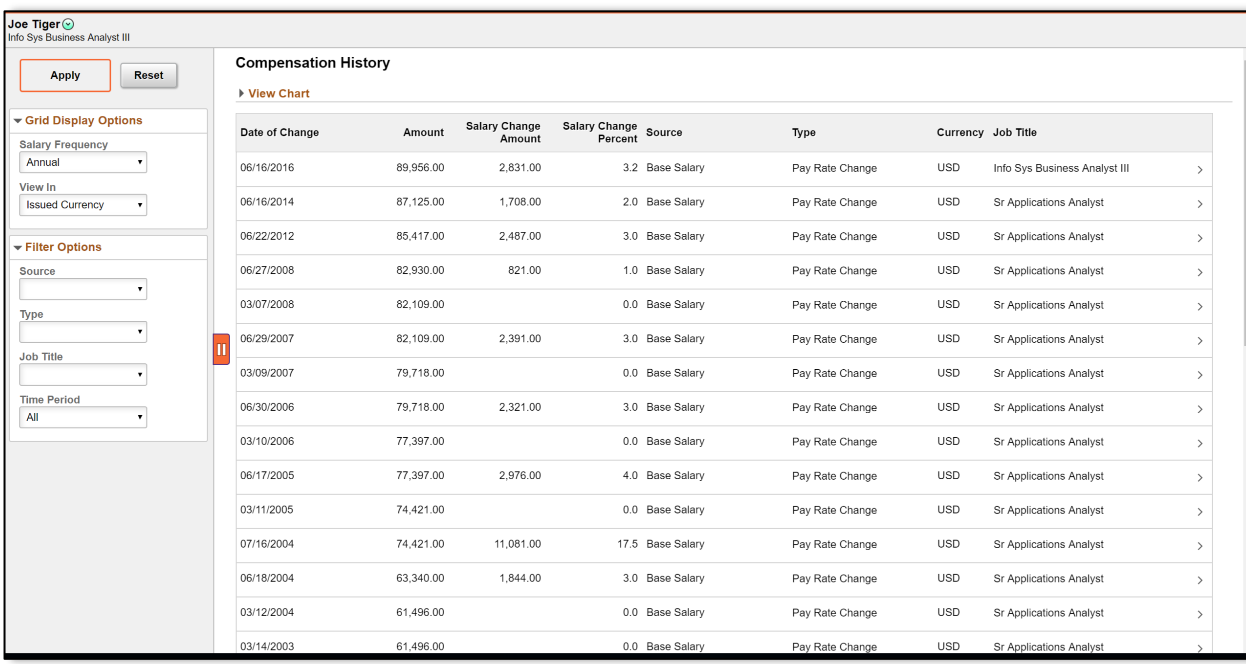
2. Navigate to **Self Service** > **Payroll and Compensation**.



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

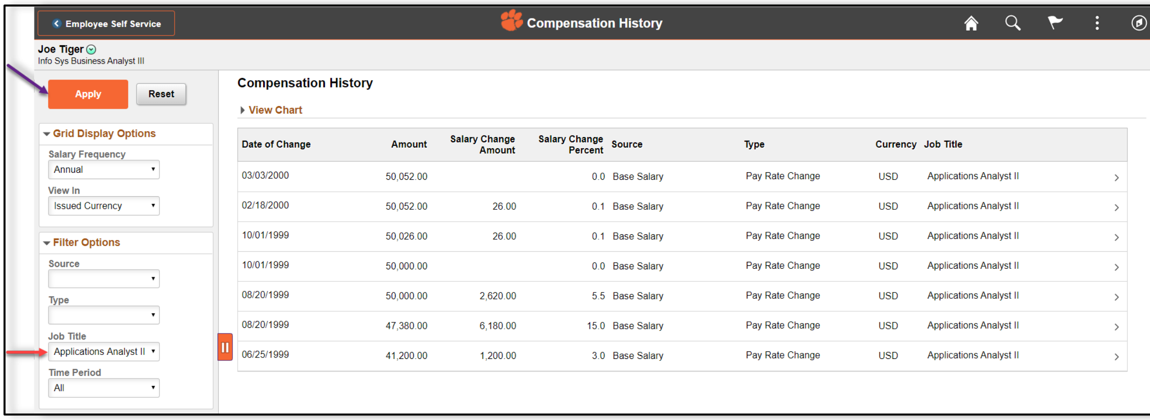


4. Verify data.

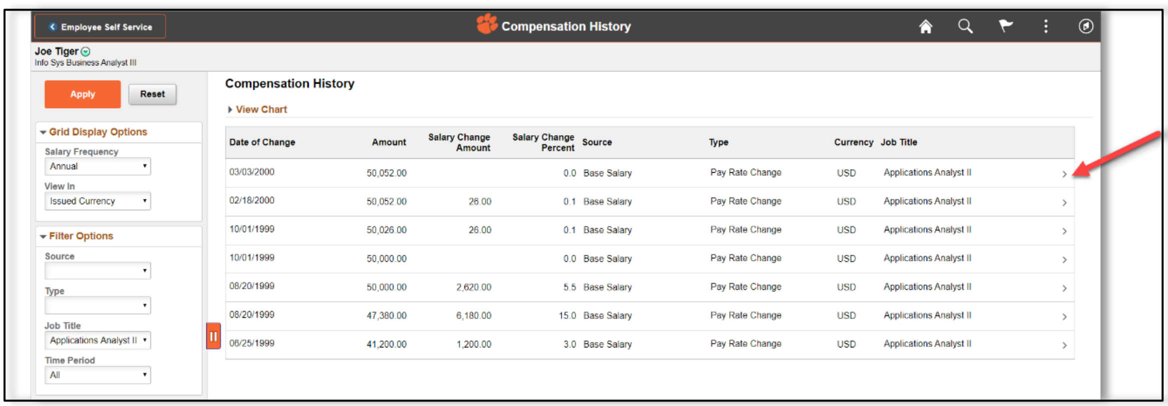


Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
06/16/2016	89,956.00	2,831.00	3.2	Base Salary	Pay Rate Change	USD	Info Sys Business Analyst III
06/16/2014	87,125.00	1,708.00	2.0	Base Salary	Pay Rate Change	USD	Sr Applications Analyst
06/22/2012	85,417.00	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**.



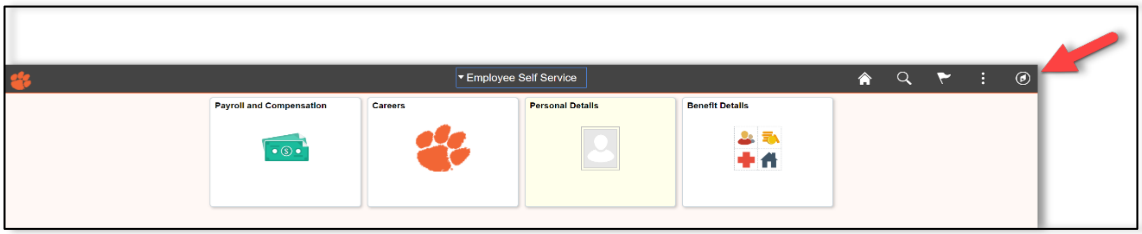
6. Click right arrow for more detail.



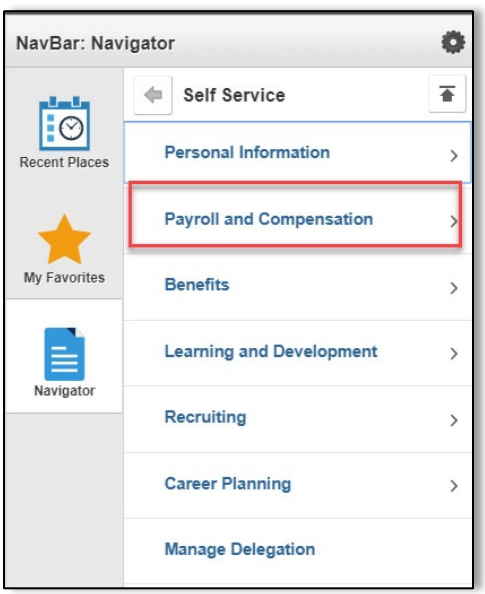
Set-Up Direct Deposit Account

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

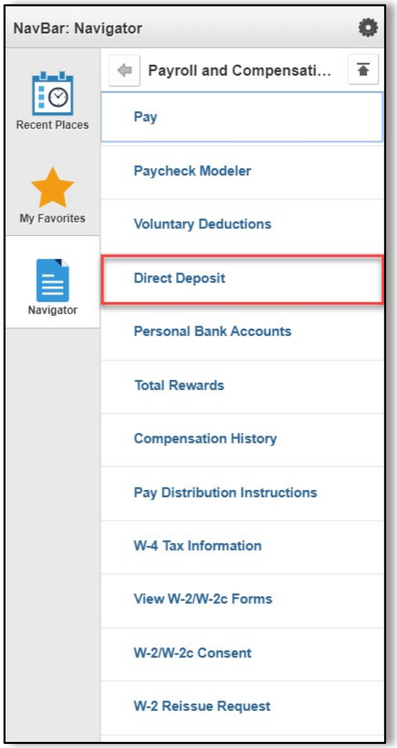
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



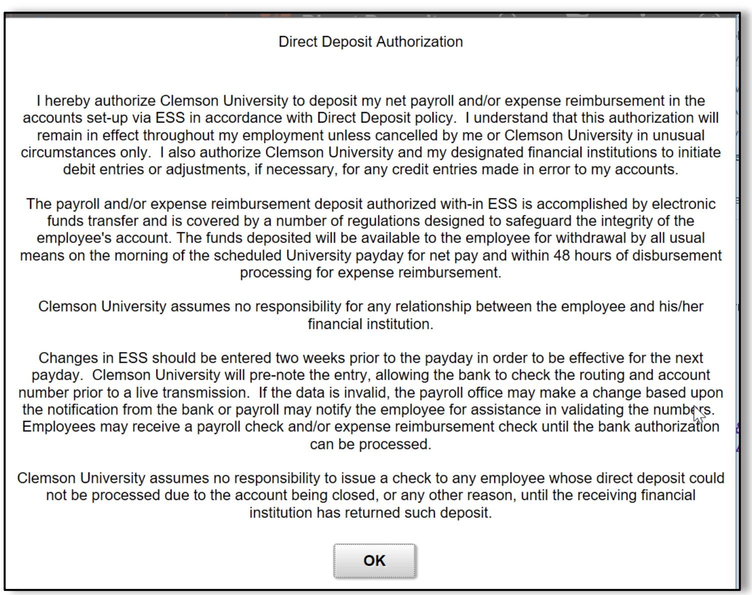
2. Navigate to **Self Service** > **Payroll and Compensation**.



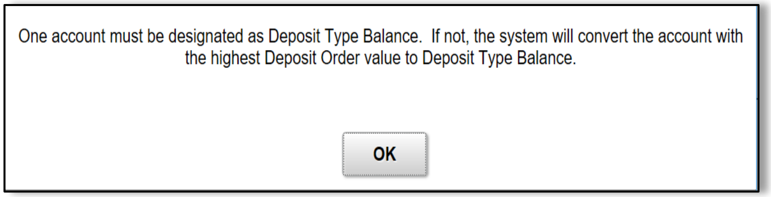
3. Navigate to **Self Service** > **Payroll and Compensation** > **Direct Deposit**.



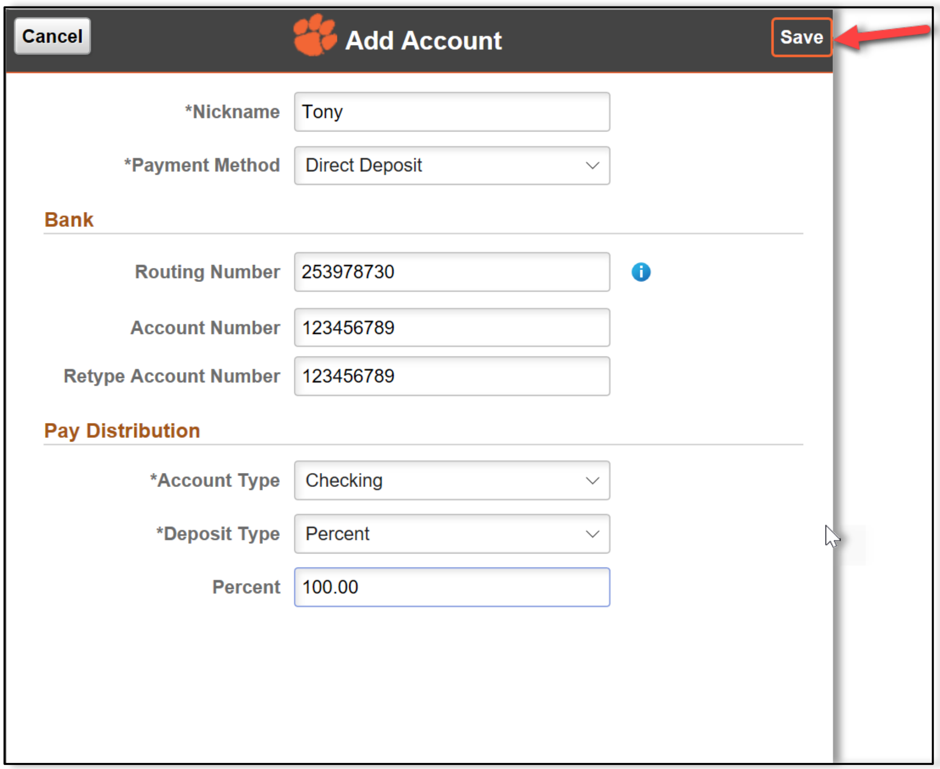
4. Select **OK** for Direct Deposit Authorization.



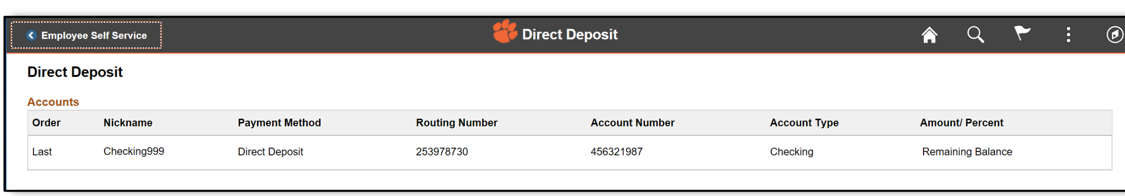
5. If you have more than one account, be sure that you have designated one account to be the **Deposit Type Balance**.



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



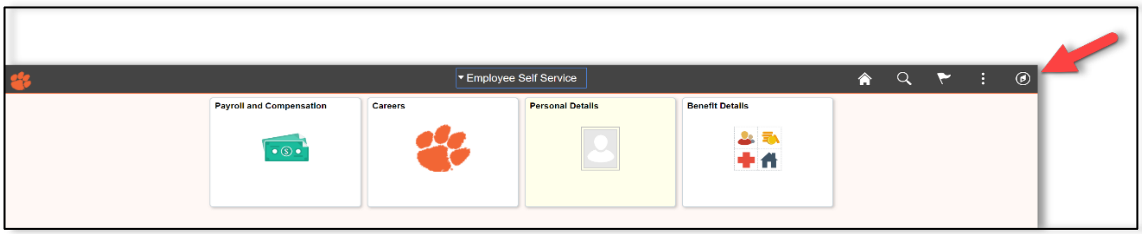
7. Confirm **Direct Deposit** information.



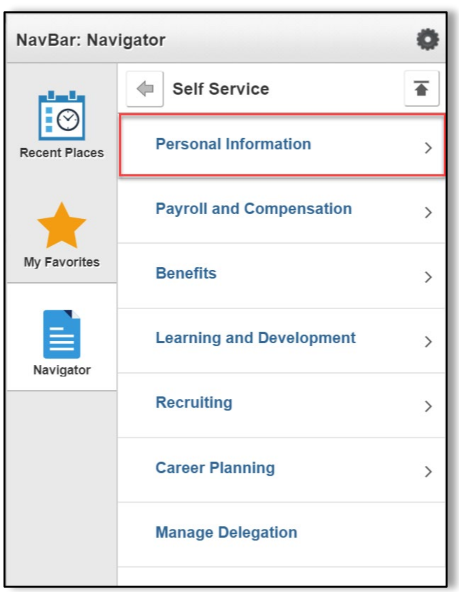
Declare Disability Status

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

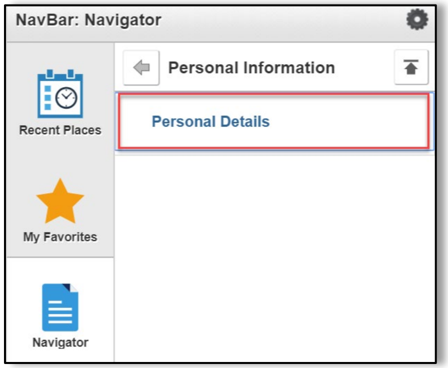
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



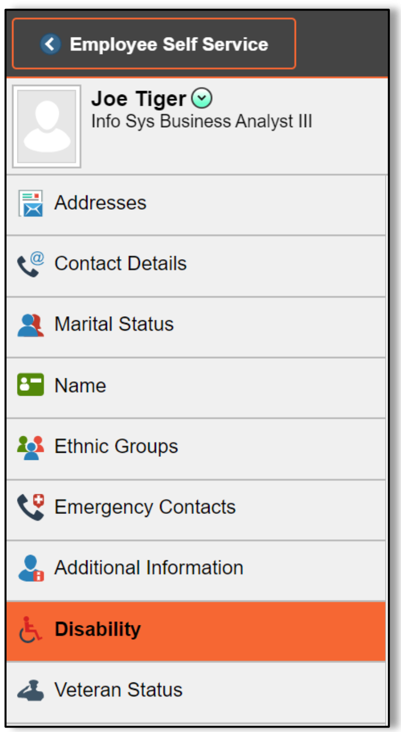
2. Navigate to **Self Service** > **Personal Information**.



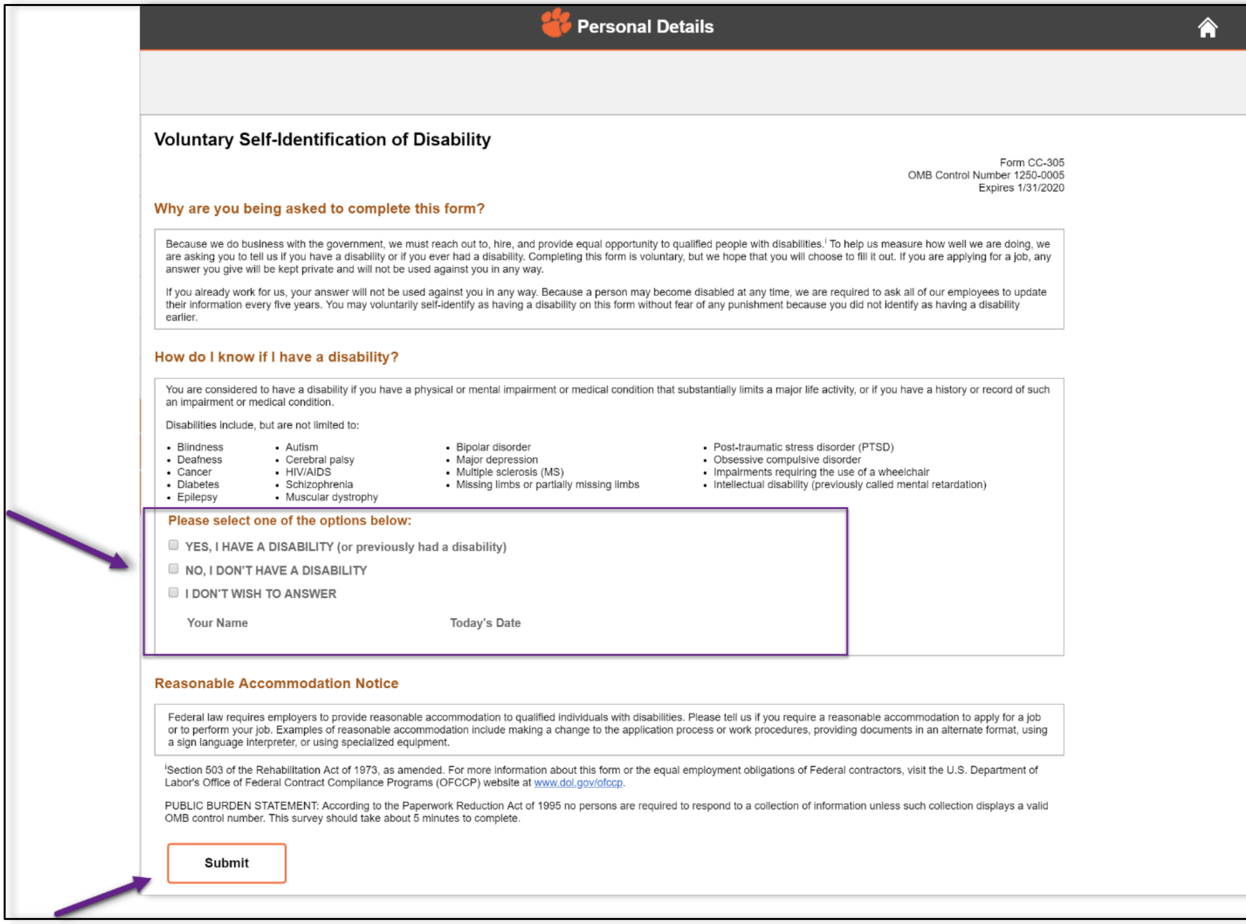
3. Navigate to **Self Service** > **Personal Information** > **Personal Details**.



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.[i] 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:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

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.

[i] 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.

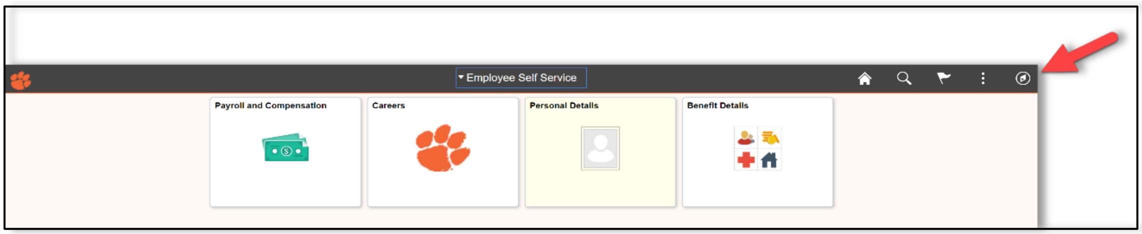
PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

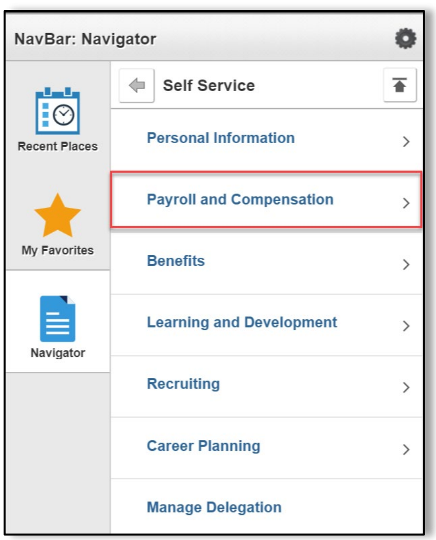
Edit Direct Deposit Account

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

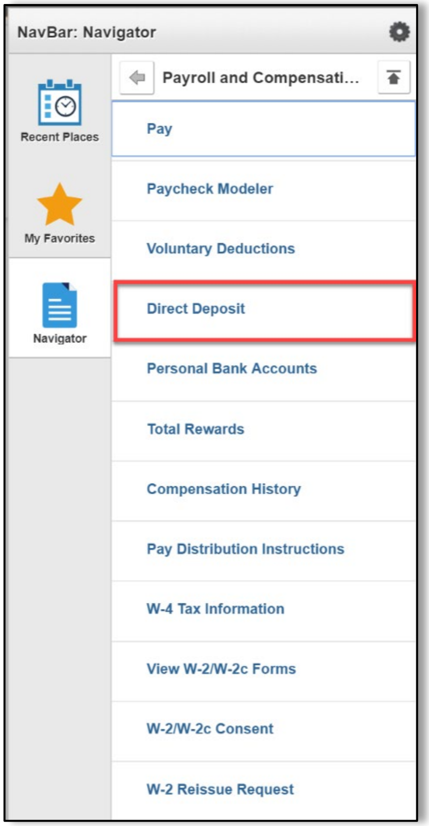
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



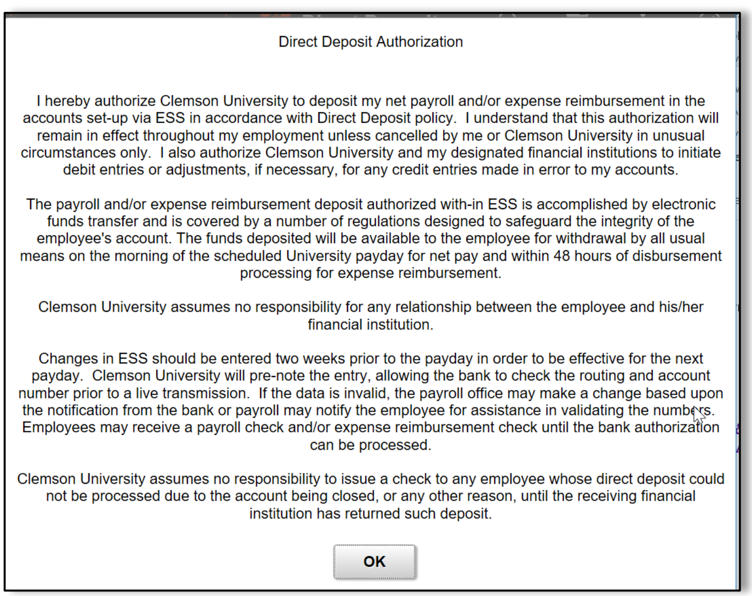
2. Navigate to **Self Service** > **Payroll and Compensation**.



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.

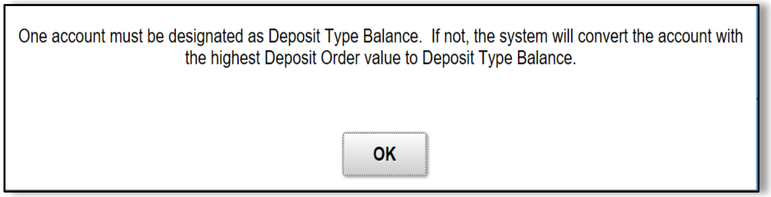
Clemson University assumes no responsibility for any relationship between the employee and his/her financial institution.

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.

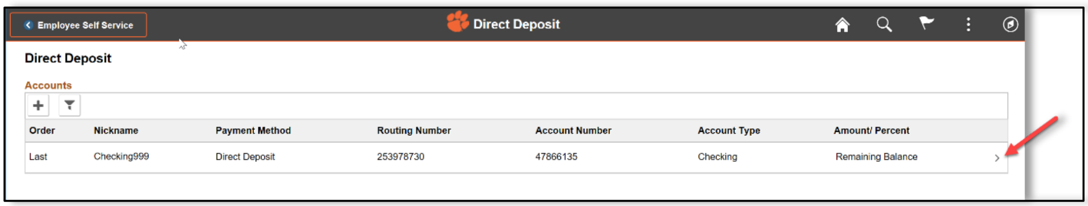
Clemson University assumes no responsibility to issue a check to any employee whose direct deposit could not be processed due to the account being closed, or any other reason, until the receiving financial institution has returned such deposit.

OK

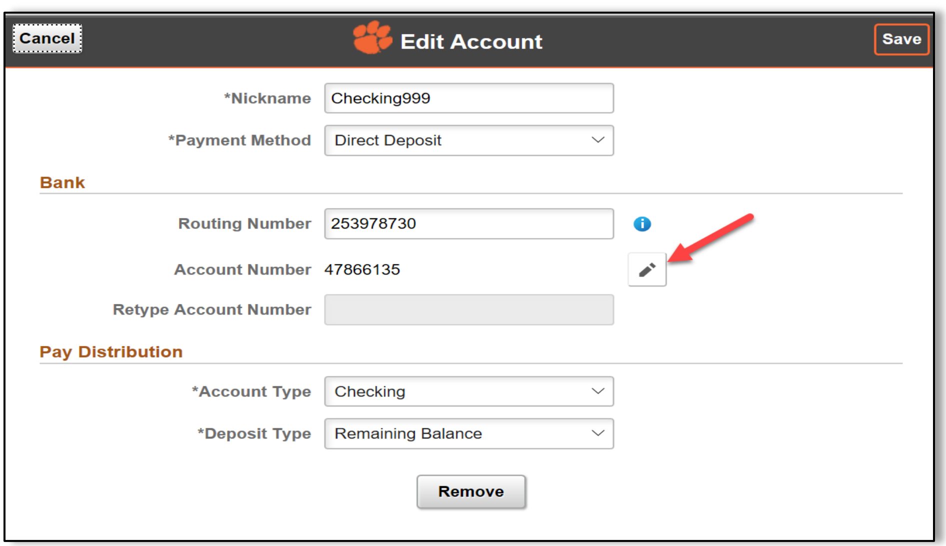
5. If you have more than one account, be sure that you have designated one account to be the **Deposit Type Balance**.



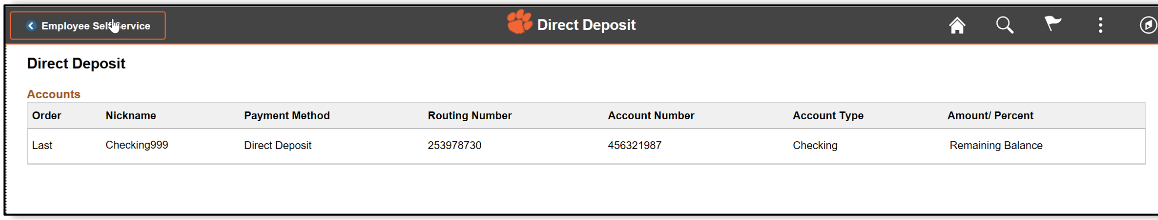
6. Select the right arrow **(>)** at the end of the row of information on the Direct Deposit screen.



7. 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.



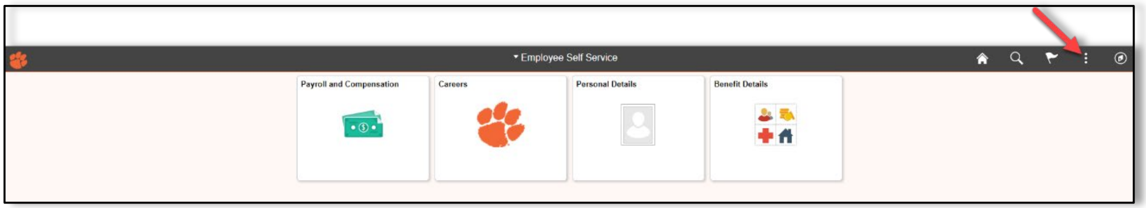
8. Once you save your information, verify information on the next screen.



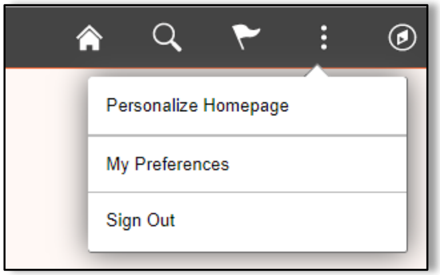
Enable Your Homepage by Adding Tiles

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

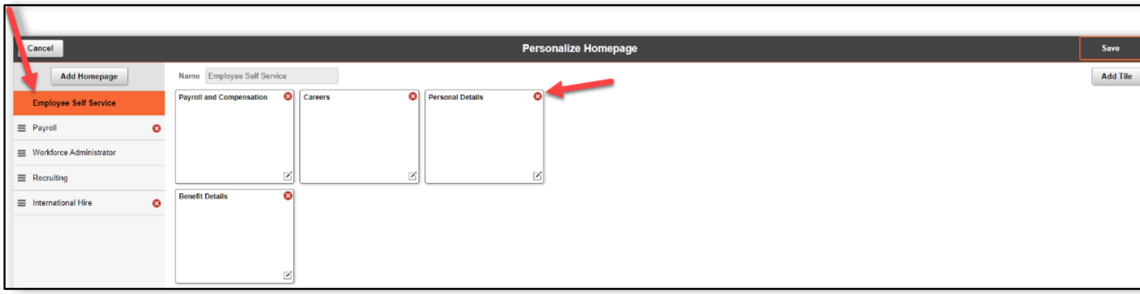
1. Log in to PeopleSoft's **HR** homepage and select the **Actions List** (three vertical dots at the top right of the page).



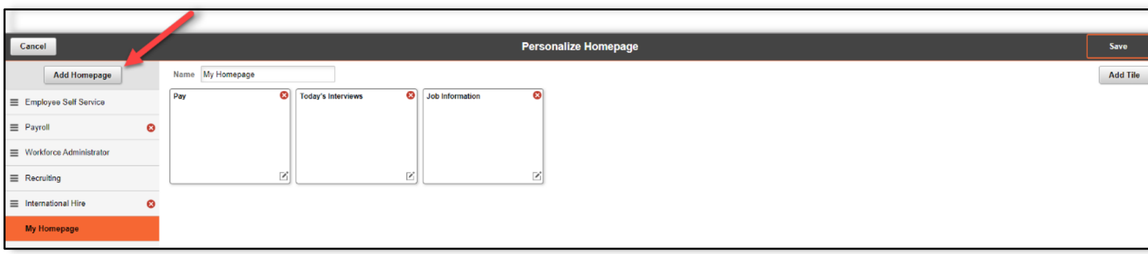
2. From the Homepage, the **Actions List** allows you to personalize your Homepage, change the settings through **My Preferences**, or **Sign Out** of your account.

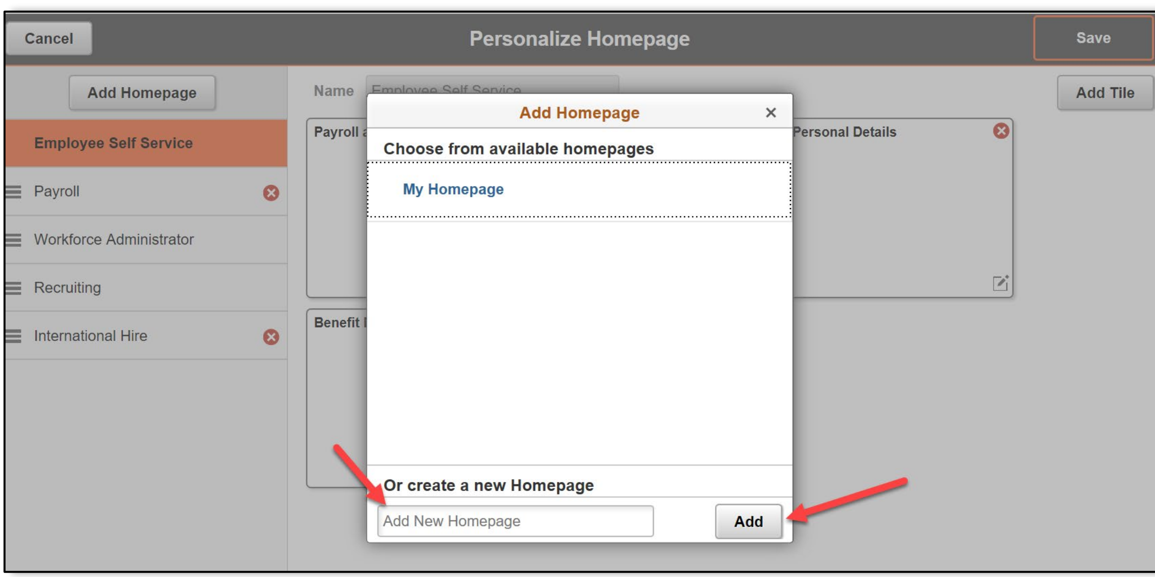


3. Select **Personalize Homepage** to select and deselect preferred tiles. Select each area in the navigation collection to edit that Homepage.

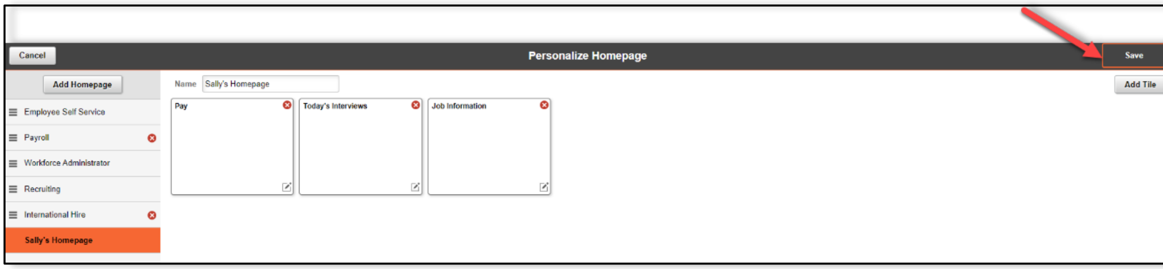


4. Select **Add Homepage** at the top left of the page to choose from available Homepages or to create and name a new Homepage. Once you have named this Homepage, select **Add**.

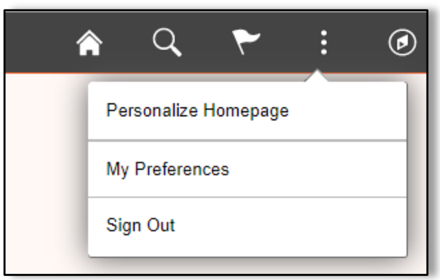




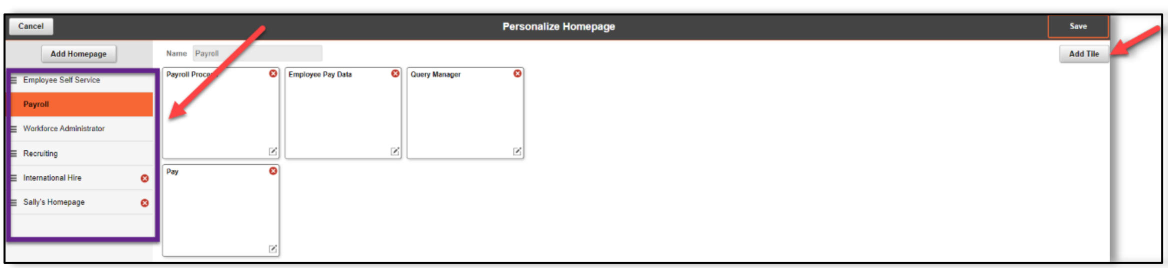
5. Once you have added and named the new Homepage, select **Save** at the top right corner of the page.



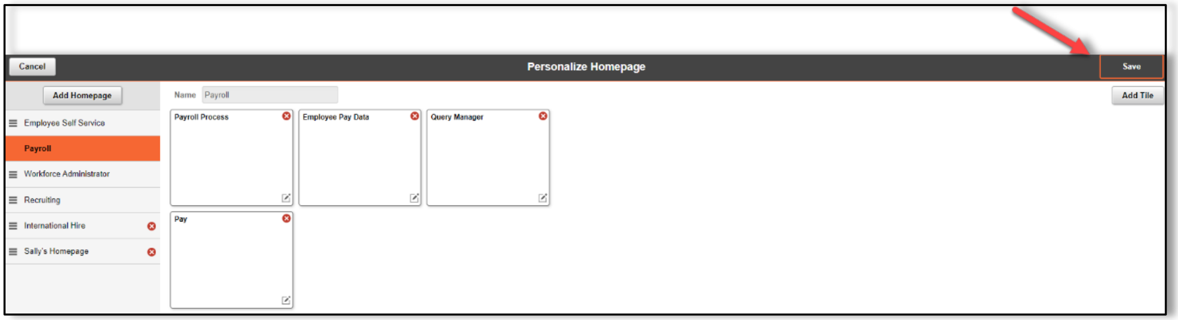
6. To add tiles to a Homepage, select the **Actions List** and choose **Personalize Homepage**.



7. 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.



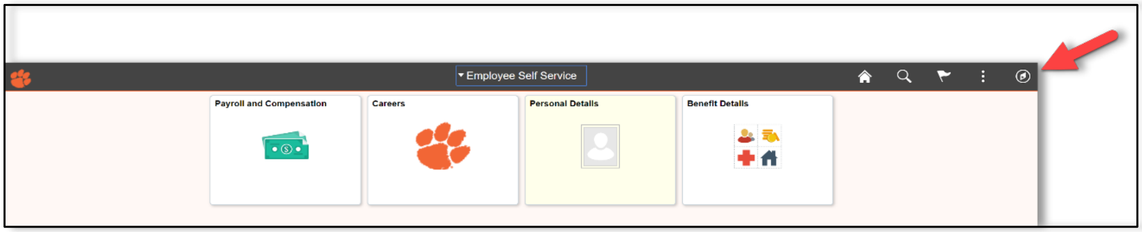
8. Once the new tiles have been added, select **Save**.



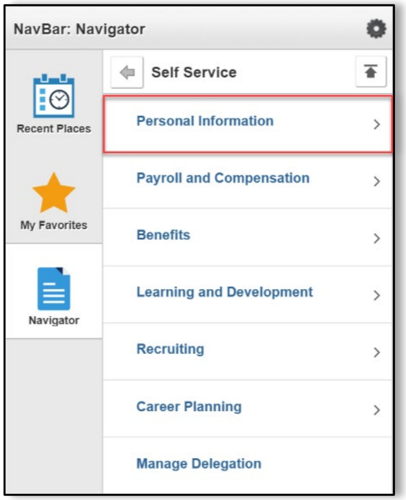
Verify Home and Mailing Address

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

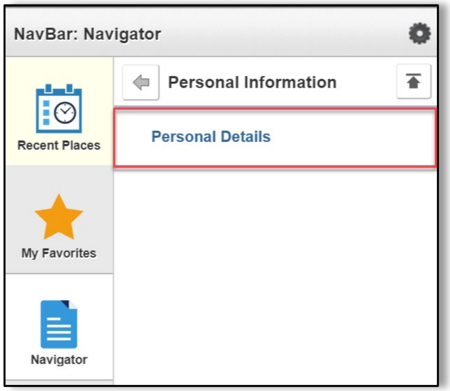
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



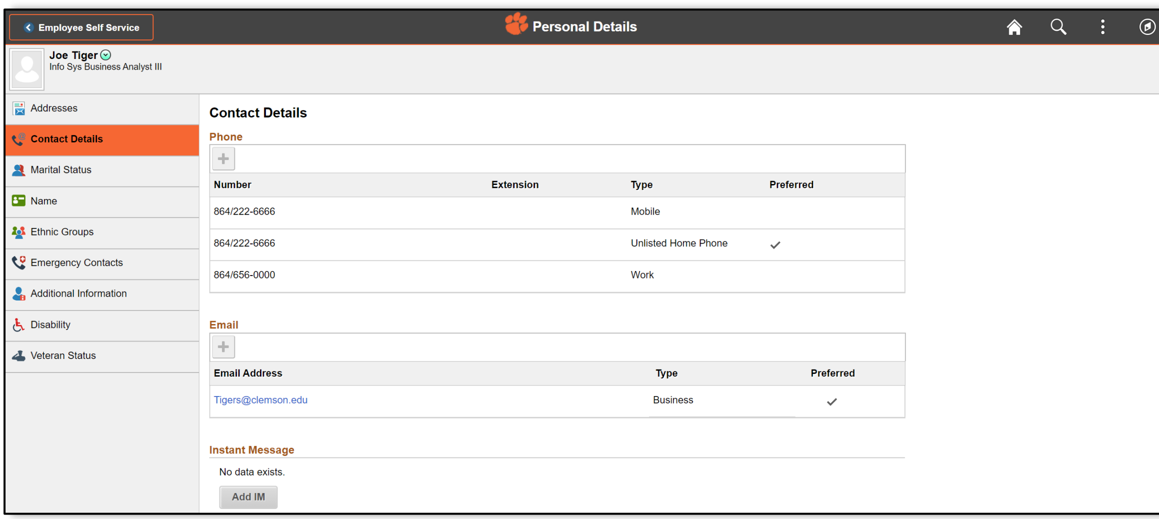
2. Navigate to **Self Service** > **Personal Information**.



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



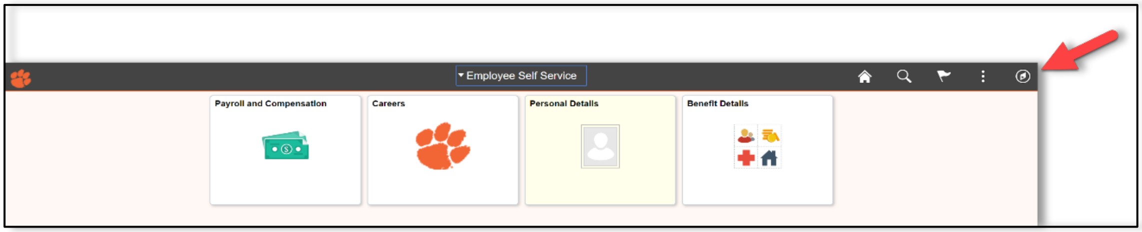
4. Under **Addresses**, verify values:



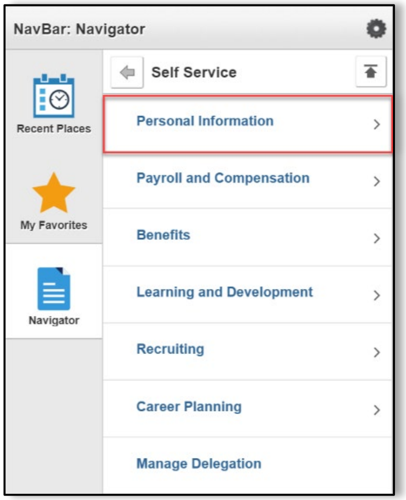
Verify Emergency Contacts

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

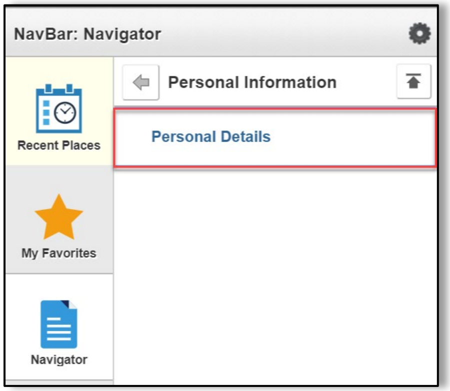
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



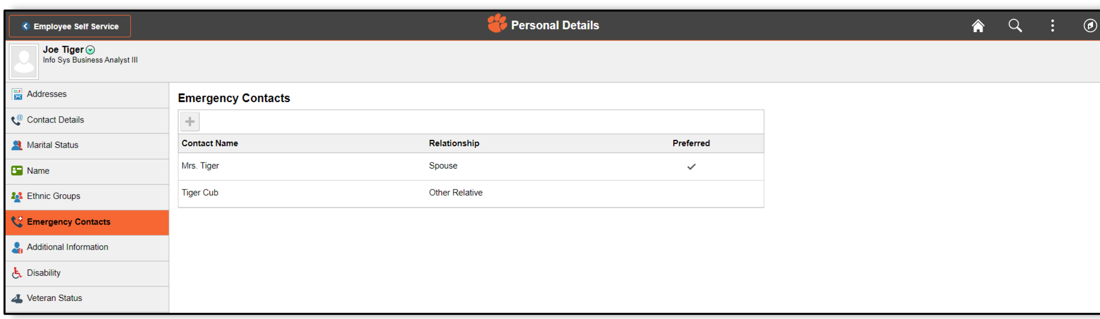
2. Navigate to **Self Service** > **Personal Information**.



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



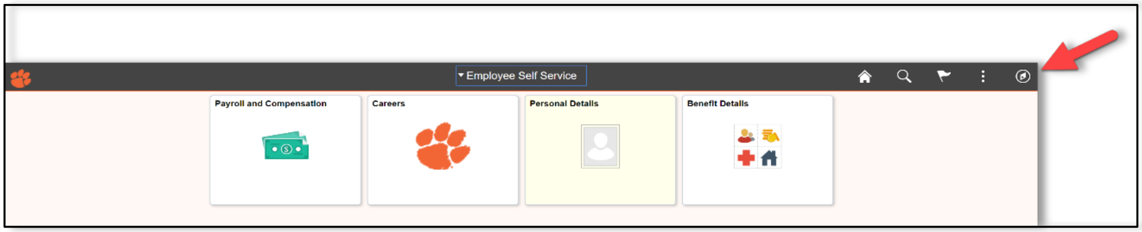
4. This will allow you to view your emergency contacts.



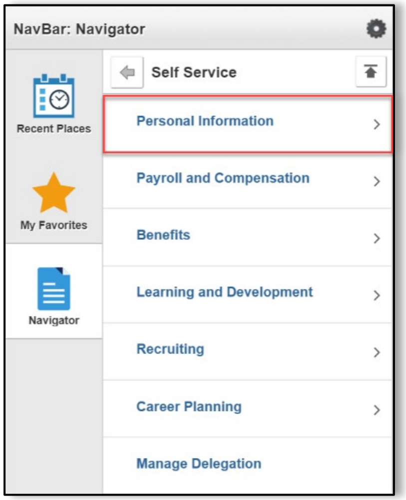
Voluntary Self-Identification

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

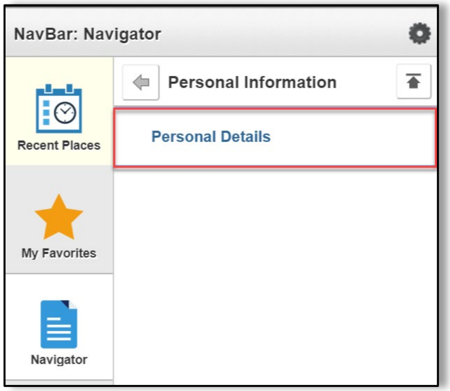
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



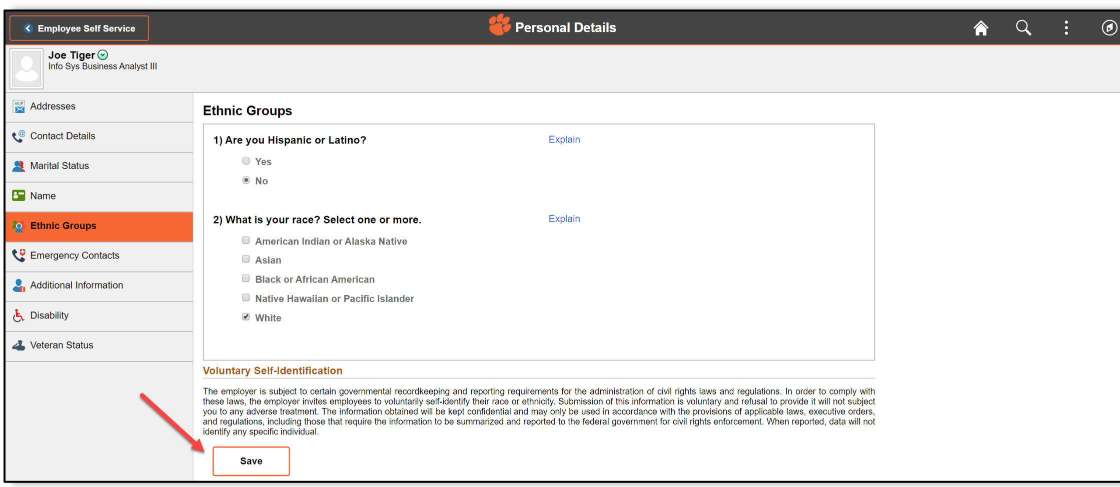
2. Navigate to **Self Service** > **Personal Information**.



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



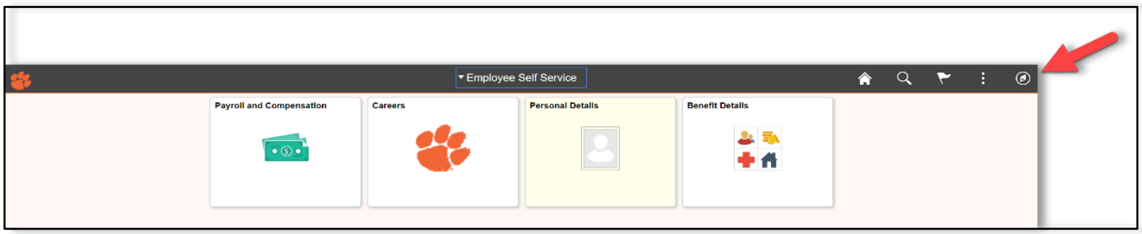
4. Under **Ethnic Groups**, verify information. Select **Save** after selections have been made.



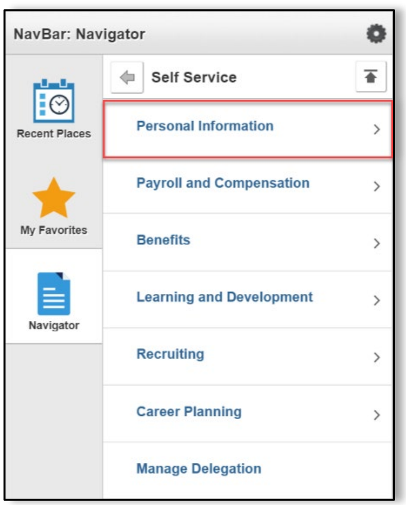
Verify Contact Details

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

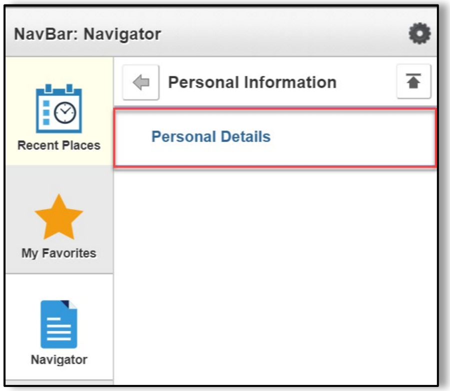
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



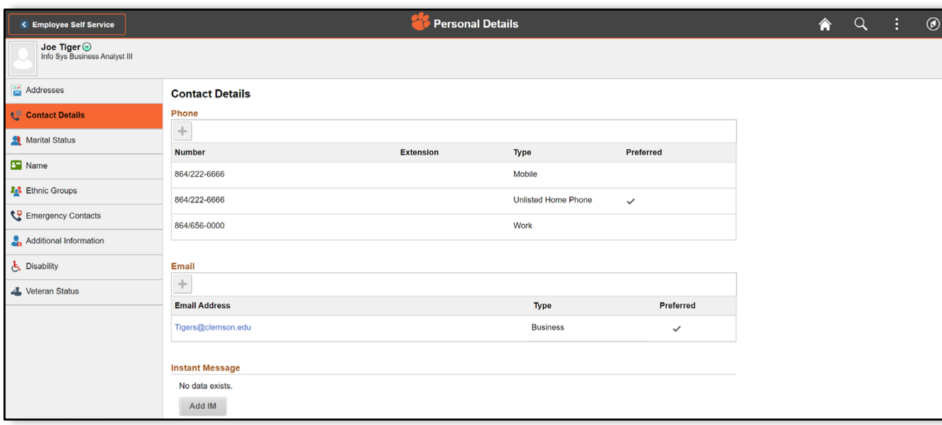
2. Navigate to **Self Service** > **Personal Information**.



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



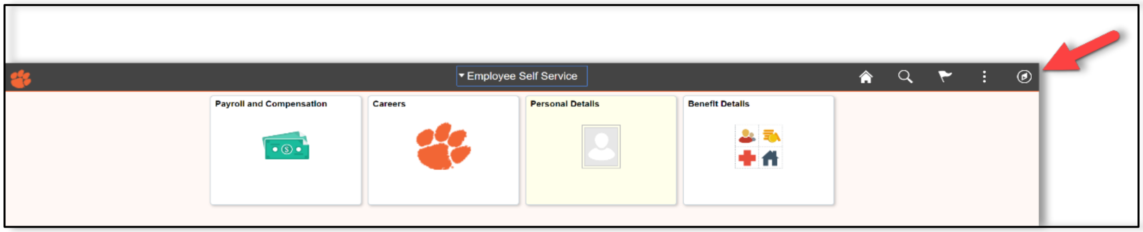
4. Under **Contact Details**, verify information



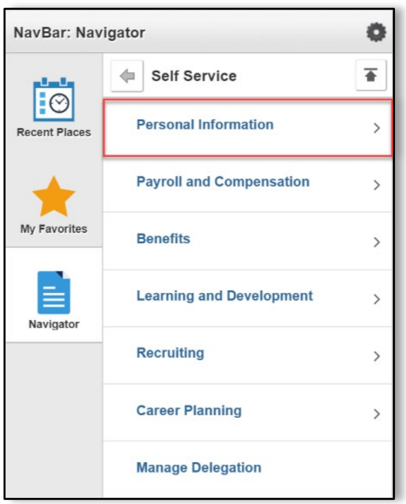
Declare Veteran Status

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

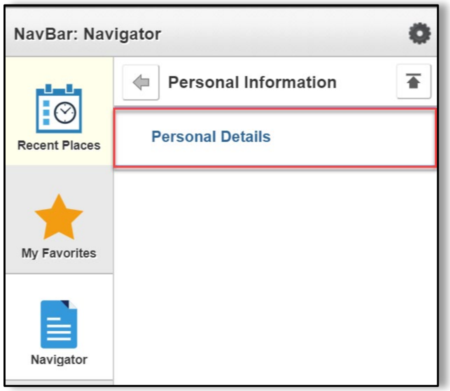
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



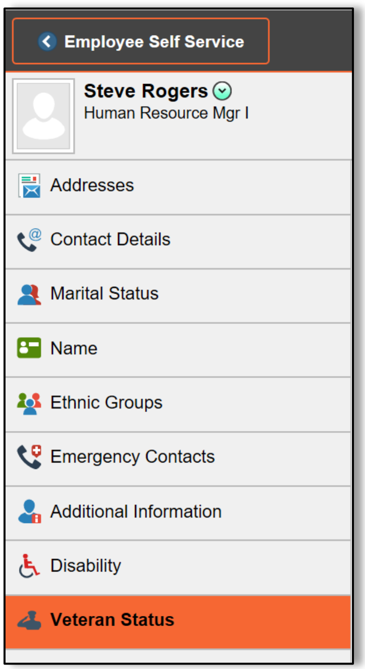
2. Navigate to **Self Service** > **Personal Information**.



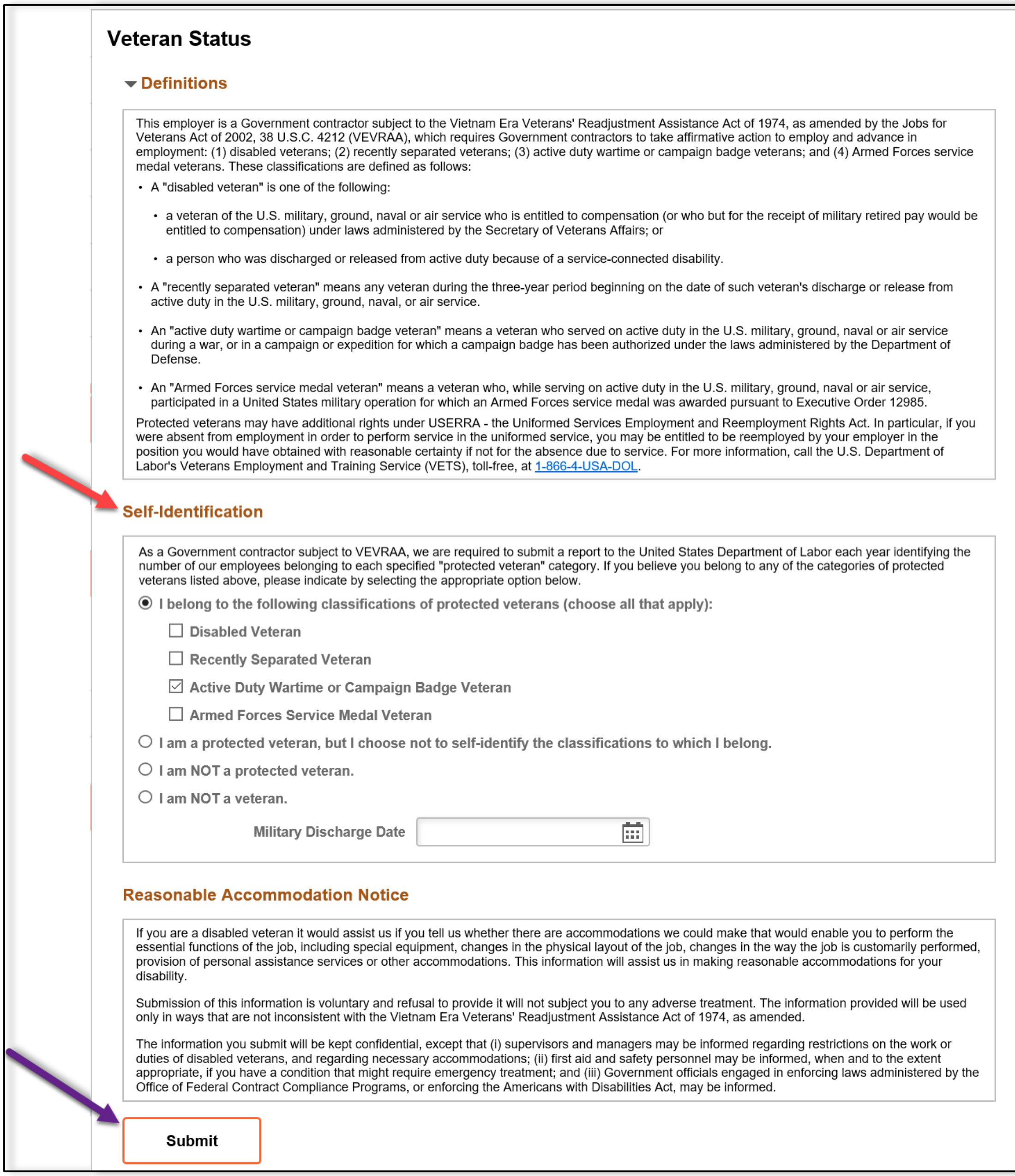
3. Navigate to **Self Service** > **Personal Information** > **Personal Details**.



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.

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.

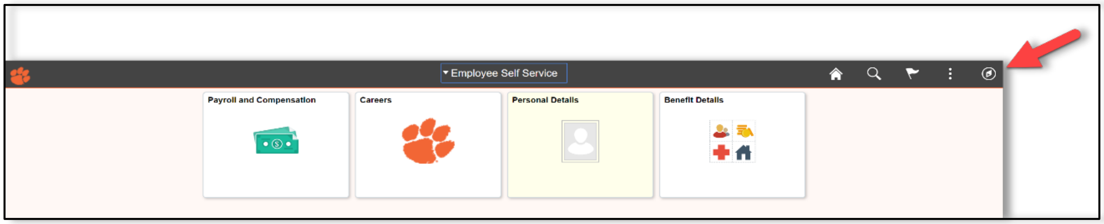
The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, 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

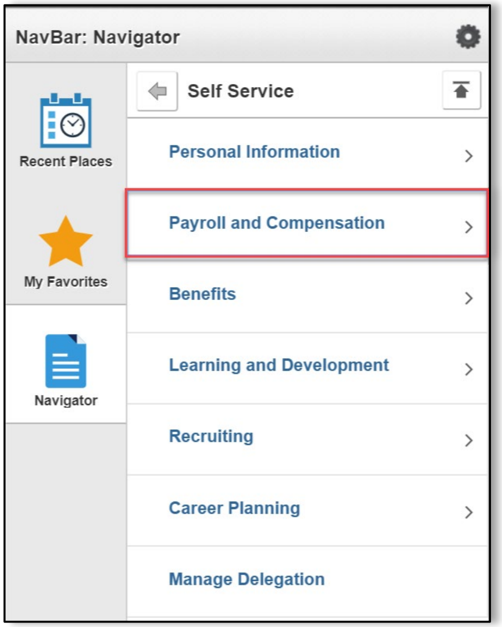
View Paycheck

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

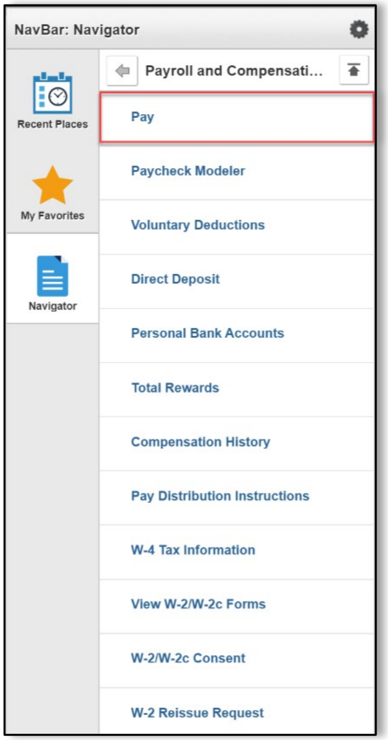
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



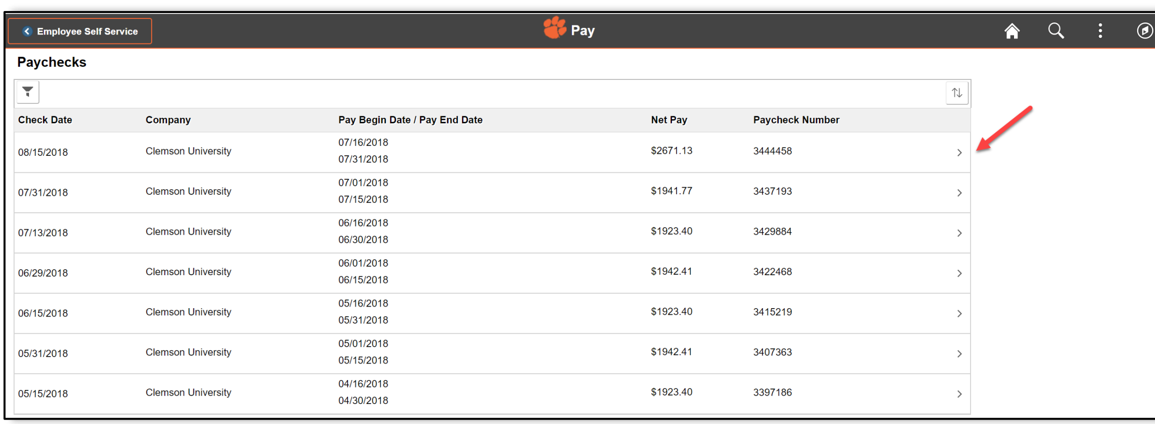
2. Navigate to **Self Service** > **Payroll and Compensation**.



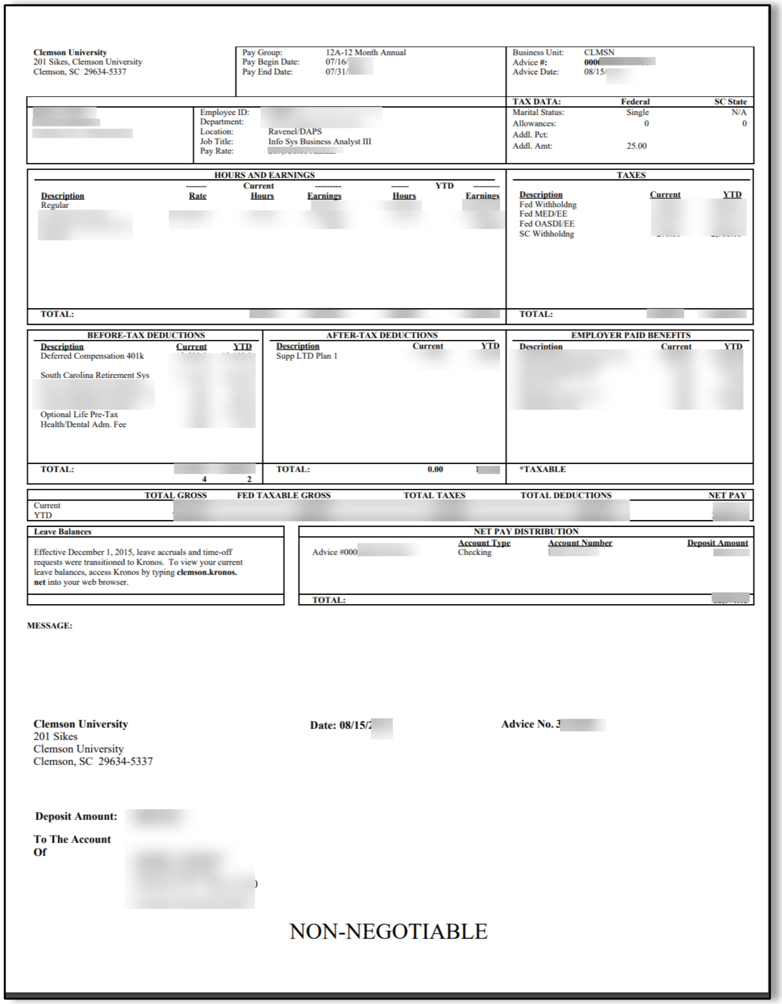
3. Navigate to **Self Service** > **Payroll and Compensation** > **Pay**.



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



5. Paycheck will appear in PDF format.



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

Pay Group: 12A-12 Month Annual
Pay Begin Date: 07/16/[illegible]
Pay End Date: 07/31/[illegible]

Business Unit: CLMSN
Advice #: **000**[illegible]
Advice Date: 08/15/[illegible]

Employee ID: [illegible]
Department: [illegible]
Location: Ravenel/DAPS
Job Title: Info Sys Business Analyst III
Pay Rate: [illegible]

TAX DATA:	**Federal**	**SC State**
Marital Status:	Single	N/A
Allowances:	0	0
Addl. Pct:		
Addl. Amt:	25.00	

HOURS AND EARNINGS

Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
Regular	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
TOTAL:		[illegible]	[illegible]	[illegible]	[illegible]

TAXES

Description	Current	YTD
Fed Withholdng	[illegible]	[illegible]
Fed MED/EE	[illegible]	[illegible]
Fed OASDI/EE	[illegible]	[illegible]
SC Withholdng	[illegible]	[illegible]
TOTAL:	[illegible]	[illegible]

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
Deferred Compensation 401k	[illegible]	[illegible]
South Carolina Retirement Sys	[illegible]	[illegible]
Optional Life Pre-Tax	[illegible]	[illegible]
Health/Dental Adm. Fee	[illegible]	[illegible]
TOTAL:	[illegible] 4	[illegible] 2

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Supp LTD Plan 1	[illegible]	[illegible]
TOTAL:	**0.00**	[illegible]

EMPLOYER PAID BENEFITS

Description	Current	YTD
[illegible]	[illegible]	[illegible]

***TAXABLE**

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
YTD	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Leave Balances

Effective December 1, 2015, leave accruals and time-off requests were transitioned to Kronos. To view your current leave balances, access Kronos by typing **clemson.kronos. net** into your web browser.

NET PAY DISTRIBUTION

	Account Type	Account Number	Deposit Amount
Advice #000[illegible]	Checking	[illegible]	[illegible]
TOTAL:			[illegible]

MESSAGE:

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

Date: 08/15/[illegible]

Advice No. 3[illegible]

Deposit Amount: [illegible]

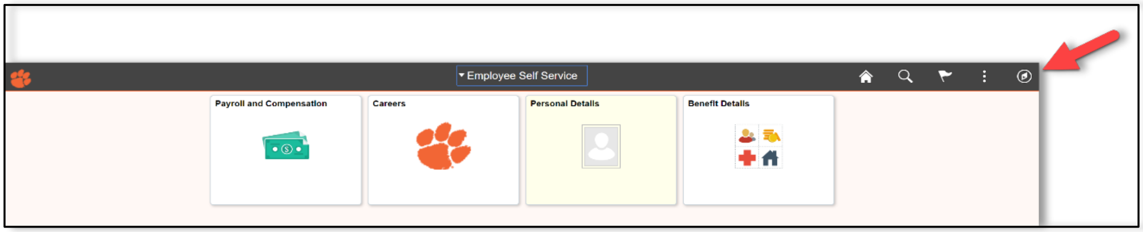
To The Account Of [illegible]

NON-NEGOTIABLE

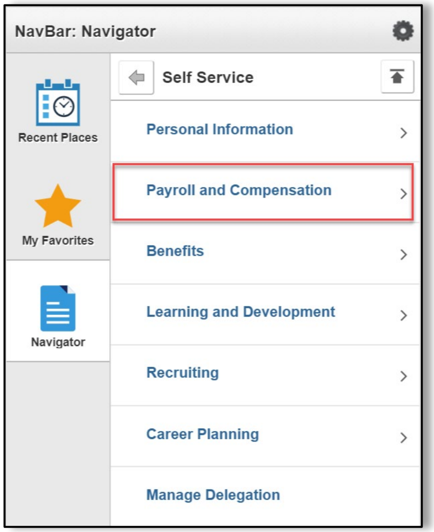
View W-2/W-2c Forms

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

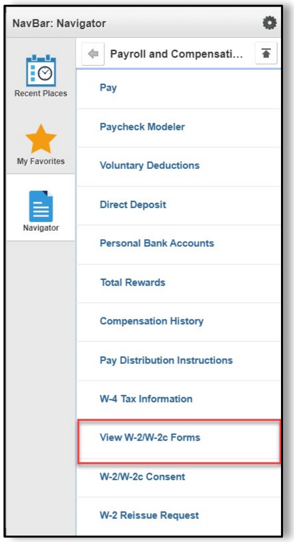
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



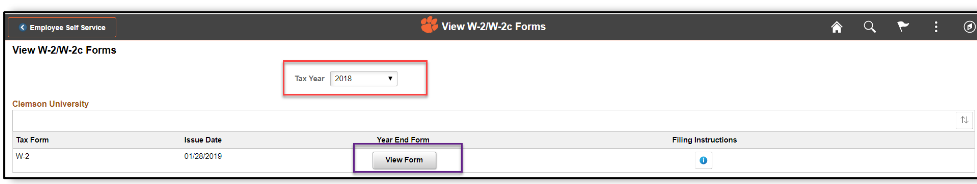
2. Navigate to **Self Service** > **Payroll and Compensation**.



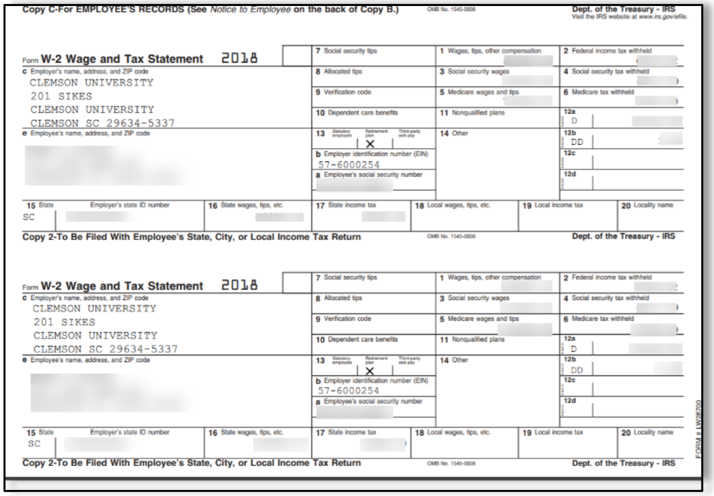
3. Navigate to **Self Service** > **Payroll and Compensation** > **View W-2/W-2c Forms**.



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.) OMB No. 1545-0008 Dept. of the Treasury - IRS
Visit the IRS website at *www.irs.gov/efile.*

Form **W-2 Wage and Tax Statement** 2018

c Employer's name, address, and ZIP code
CLEMSON UNIVERSITY
201 SIKES
CLEMSON UNIVERSITY
CLEMSON SC 29634-5337

e Employee's name, address, and ZIP code

7 Social security tips
8 Allocated tips
9 Verification code
10 Dependent care benefits
13 Statutory employee | Retirement plan X | Third-party sick pay
b Employer identification number (EIN)
57-6000254
a Employee's social security number

1 Wages, tips, other compensation
3 Social security wages
5 Medicare wages and tips
11 Nonqualified plans
14 Other

2 Federal income tax withheld
4 Social security tax withheld
6 Medicare tax withheld
12a D
12b DD
12c
12d

15 State SC | Employer's state ID number
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name

Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return OMB No. 1545-0008 Dept. of the Treasury - IRS

Form **W-2 Wage and Tax Statement** 2018

c Employer's name, address, and ZIP code
CLEMSON UNIVERSITY
201 SIKES
CLEMSON UNIVERSITY
CLEMSON SC 29634-5337

e Employee's name, address, and ZIP code

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15 State SC | Employer's state ID number
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name

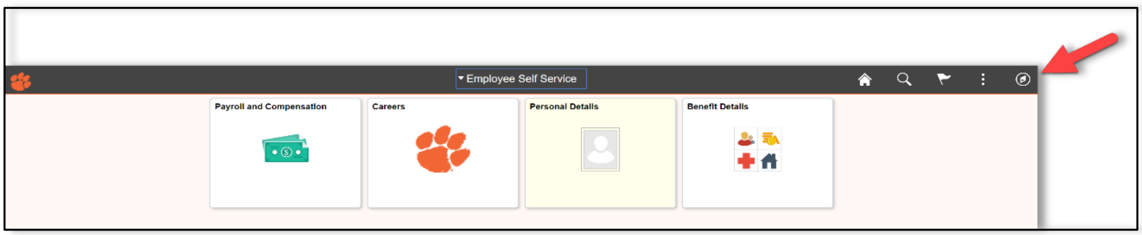
Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return OMB No. 1545-0008 Dept. of the Treasury - IRS

FORM # LW28700

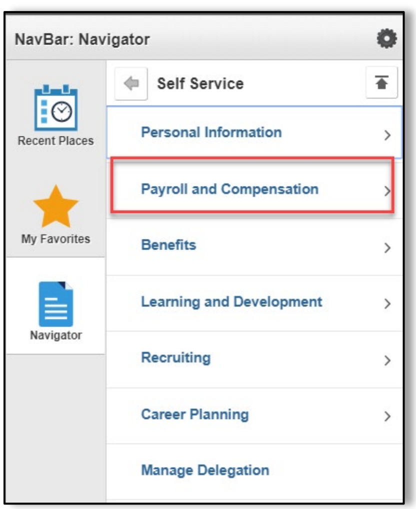
Enter and Edit W4 Tax Information

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

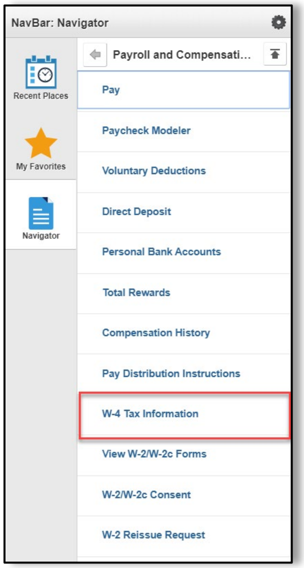
1. Log in to PeopleSoft's **HR** homepage and select the compass icon to display the **NavBar**.



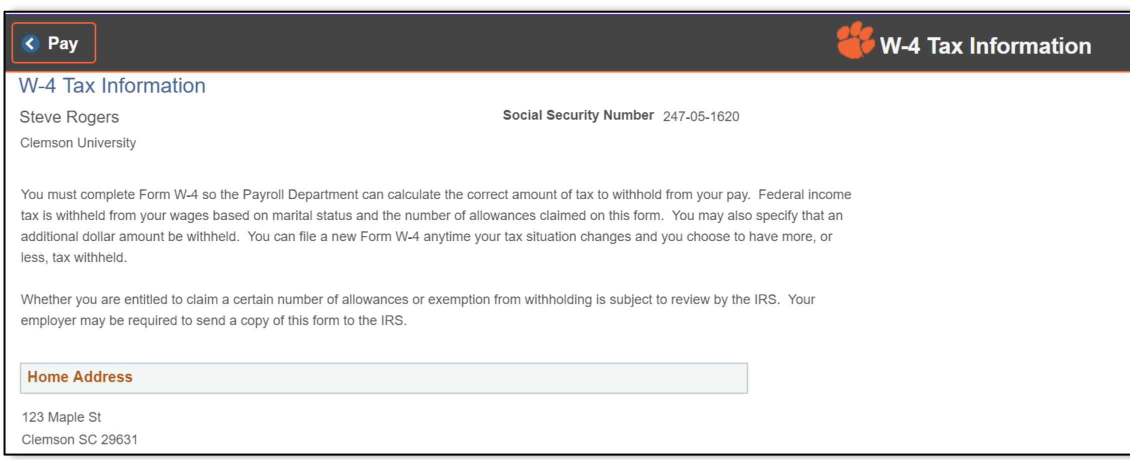
2. Navigate to **Self Service** > **Payroll and Compensation**.



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



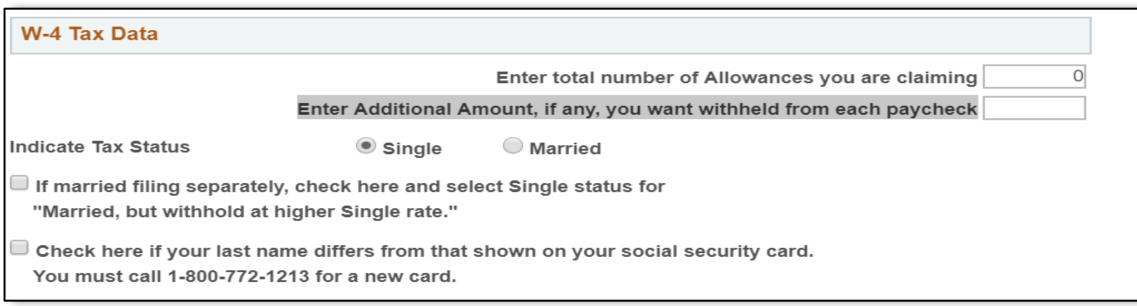
4. Verify **Home Address**.



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.**



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.