Important Payroll Information

Welcome to Clemson University!

Clemson University uses several functions within Employee Self Service (ESS) to input, maintain and access payroll information. Please use the information below to learn how to access ESS (as long as you are an active employee or faculty member), set-up and maintain your direct deposit account(s), make changes to your W-4 Tax Withholding Certificate, view your online paystub, sign up for an electronic W-2, as well as view your W-2-year-end statement.

Accessing Employee Self Service (ESS)

As an active Clemson University employee or faculty member, you will use your primary username (ex. mousem) to access ESS. Go to the Human Resources home page (www.clemson.edu/employment/) and choose HR Self Service from the list on the right in the orange section, logging in with your primary **username and password**.

Password and Primary Username FYI's

Previous employees or students - use your previous Clemson username and password. If you are new to Clemson, your initial temporary password is the last five digits of your SSN. You are only able to use this password 5 times before being locked out of the system. Should you have more than one username, you can find your primary username at whoami.clemson.edu. For username and password issues, and resetting a forgotten password, please contact the IT Help Desk at ithelp@clemson.edu or (864)-656-3494.

Setting Up Direct Deposit (*Required*)

All employees and faculty members are required to have 100 percent of their net pay directly deposited into a bank account. As a new employee or faculty member, you are responsible for entering your correct bank account information into the HR database via ESS. *Direct deposit for newly hired employees and faculty should be established within 10 days of your start date.* You can split your net pay up into as many as five (5) distributions. The distributions can be a mix of multiple financial institutions, as well as multiple checking and/or savings accounts. If you choose to use multiple bank accounts for direct deposit, the sum of the percentages of all accounts must equal 100 percent. If a mix of percentages and amounts is used with multiple bank accounts, the account with the lowest priority (highest Deposit Order) must have a deposit Type of "Balance".

The policy and step-by-step instructions on how to access ESS to input direct deposit information can be found at www.clemson.edu/humanres/compensation/direct_deposit.html.

Changing Your Default W-4 Tax Withholding Certificate

On your hire date, the system defaults your W-4 Tax Withholding Certificate to a marital status of **Single** with **0** exemptions. You will not be able to change the default on your W-4 until after your hire date and after your social security number has been entered into our system. When you receive your social security card, you will need to bring it to Human Resources so we can make a copy of your card. After your social security number has been entered into the system, if you need to change the default, click here to access the W-4 panel in ESS, logging in with your **username and password.** Non-resident aliens, are only allowed to change their status to Single with 1 exemption. **If you have any questions, please email: payroll@clemson.edu**

On-line Paystub

Clemson University utilizes an online paystub as the method to report your earnings each payday. In the event you are no longer active, the system will generate a paper paystub, which will be sent to your home address listed in the HR database (not the address in SIS for students). Click here to access your on-line paystub, logging in with your **username and password**.

On-line W-2

Active employees and faculty members have the option to review their W-2's online, rather than having a hard copy W-2 printed and mailed. Once you have been paid, the system recognizes the fact you will have a W-2 in the current year and will allow you to sign up for the on-line W-2. Any time after your first payday, to sign-up for an electronic W-2, click here for W-2/W-2c Consent, logging in with your **username and password**. In January, you will receive a communication when the online W-2 (for prior year) is available. To view your prior year W-2 online, click here. For additional W-2 information, click here.