



## IMPORTANT PAYROLL INFORMATION

### Welcome to Clemson University!

Clemson University uses several functions within Employee Self Service (ESS) to input, maintain, and access payroll information. Active faculty and staff members can access ESS to setup and maintain their Direct Deposit account(s), make changes to their W-4 (Employee's Withholding Allowance Certificate), view their online paystubs, sign up for electronic W-2s, view W-2 year-end statements, and access Paycheck Modeler to calculate changes in their pay, deductions, or taxes.

### Accessing Your Employee Self Service (ESS)

As an active Clemson University staff or faculty member, you will use your primary username to access ESS. Visit the Human Resources home page ([www.clemson.edu/employment/](http://www.clemson.edu/employment/)) and choose HR Self Service in the top navigation bar. Proceed using the log in instructions below.

### Logging In to HR Self Service

<p><b>General Information Regarding Your HR Personal Identification Number and CU Username</b></p>	<ul style="list-style-type: none"> <li>• Recently you received a welcome email from Clemson's Director of Onboarding. Refer to this email to obtain your HR Personal Identification Number (HR PIN), username and password information.</li> <li>• Two-Factor authentication using DUO is also required when using the University's online Employee Self Service. (Learn DUO instructions by visiting <a href="http://ccit.clemson.edu/support/faculty-staff/two-factor-authentication/">ccit.clemson.edu/support/faculty-staff/two-factor-authentication/</a>)</li> <li>• At any time after your hire date, you can obtain your username by using the <a href="#">Online Phonebook/Directory</a> to look yourself up.</li> <li>• Should you have more than one username, you can find your primary username at <a href="http://whoami.clemson.edu">whoami.clemson.edu</a>.</li> <li>• For username and password issues, and resetting a forgotten password, please contact the CCIT Support Center at <a href="mailto:ithelp@clemson.edu">ithelp@clemson.edu</a> or (864)-656-3494.</li> </ul>	
<p><b>Information Regarding Your Password</b></p>	<p><b>New Employees</b></p> <p>Your initial password is the last five digits of your SSN, which is a temporary password. You will be prompted to change your initial password when logging in for the first time. To change your password now, visit <a href="https://login.clemson.edu/changepass.php">https://login.clemson.edu/changepass.php</a>.</p>	<p><b>Returning Employees/Former CU Students</b></p> <p>Your password and username are the same as they were during your previous time at Clemson University.</p>

## Required Step: Setting Up Your Direct-Deposit

All faculty and staff members are required to have 100 percent of their net pay directly deposited into a bank account. Please follow these instructions:

- A required step of your onboarding process, within 10 days of your official start date, enter your correct bank account information into the HR database using the online Employee Self Service.
  - Your net pay can be split up to 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 distribute your net pay using percentages for some bank accounts and dollar amounts for other bank accounts, the account with the lowest priority (i.e. highest Deposit Order number) must have a deposit Type of "Balance".
  - The sum of the percentages of all accounts must equal 100 percent.
  - The Direct Deposit Policy and step-by-step instructions on how to access ESS to input direct deposit information can be found at [http://www.clemson.edu/humanres/compensation/direct\\_deposit.html](http://www.clemson.edu/humanres/compensation/direct_deposit.html).

## Changing Your Default W-4 Employee's Withholding Allowance Certificate

Initially, your W-4 Tax Withholding Allowance Certificate defaults to a marital status of **Single** with **0** allowances, until you initiate a change, if a change is desired. To change your marital status and/or allowances, follow the instructions below:

Using Clemson's Online Employee Self Service	Filing a Paper W-4
<ul style="list-style-type: none"><li>• <b>After your hire date</b>, visit the University HR website (<a href="http://www.clemson.edu/employment/index.html">www.clemson.edu/employment/index.html</a>) and click HR Self Service in the top navigation bar.</li><li>• Log in using your username and password.</li><li>• Authenticate with DUO. (Learn DUO instructions by visiting <a href="http://ccit.clemson.edu/support/faculty-staff/two-factor-authentication/">ccit.clemson.edu/support/faculty-staff/two-factor-authentication/</a>)</li><li>• Click 'Payroll and Compensation'.</li><li>• Click 'W-4 Tax Information'.</li><li>• Enter your HR PIN.</li><li>• Make your changes on line.</li><li>• Scroll down and click the 'Submit' button on the bottom of the screen.</li><li>• You will be asked to verify your changes by entering your HR-PIN again.</li></ul>	<ul style="list-style-type: none"><li>• If your tax situation requires you to claim different allowances for Federal only or State of SC only, please click on the link below to complete the fillable PDF form. (The State of SC does not have a separate form.)</li><li>• <a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">www.irs.gov/pub/irs-pdf/fw4.pdf</a></li><li>• Write "Federal only" or "State only" in the right margin. (Note - you cannot claim more allowances for State than Federal.)</li><li>• Print, sign and return the form to: Payroll Office, Administrative Services Building, 108 Perimeter Rd. Box 345313, Clemson, SC 29634-5313</li></ul>

## Online Paystub

Clemson University utilizes an online paystub as the method to report your earnings each payday. Follow these instructions to view your paycheck:

- Visit the University HR website ([www.clemson.edu/employment/index.html](http://www.clemson.edu/employment/index.html)) and click HR Self Service in the top navigation bar.
- Log in using your username and password.
- Authenticate with DUO. (Learn DUO instructions by visiting [ccit.clemson.edu/support/faculty-staff/two-factor-authentication/](http://ccit.clemson.edu/support/faculty-staff/two-factor-authentication/))
- Click 'Payroll and Compensation'.
- Click 'View Paycheck'.
- Enter your HR PIN and proceed.

## Paper Paystub

While you are actively employed by Clemson University, your pay will be reported to you via the online paystub feature above.

In the event you are no longer an active employee, the system will generate your final paper paystub, which will be sent to your home address listed in the HR database.

## Online W-2

You have the option to review your W-2 online, and can elect to download your W-2 for tax purposes rather than having a hardcopy W-2 printed and mailed to you. Follow these instructions to elect to receive an online W-2 when they become available each January:

- After your first payday, visit the University HR website ([www.clemson.edu/employment/index.html](http://www.clemson.edu/employment/index.html)) and click HR Self Service in the top navigation bar.
- Log in using your username and password.
- Authenticate with DUO. (Learn DUO instructions by visiting [ccit.clemson.edu/support/faculty-staff/two-factor-authentication/](http://ccit.clemson.edu/support/faculty-staff/two-factor-authentication/))
- Click 'Payroll and Compensation'.
- Click 'W-2/W-2c Consent'.
- Enter your HR PIN and proceed.

W-2s will be available to view annually (no later than January 31) for the previous year by clicking "View W-2/W-2c Form".