**STEP 1**
**Sign In** to PeopleSoft using your Clemson user ID and password.

**STEP 2**
**Navigate** to Self Service > Payroll and Compensation > Direct Deposit.
Important Information: When adding or editing account information, be sure to designate one account as your primary account by selecting Deposit Type “Balance of net pay.” If you fail to do so, the system will convert the account with the highest Deposit Order value to Deposit Type “Balance of Net Pay.”

STEP 3
Click OK to authorize Direct Deposit setup.

Adding a New Account

STEP 1 (Add Account)
Click Add Account to add account information.
**STEP 2 (Add Account)**

Enter the requested information in the Your Bank Information and Distribution Instructions sections. (See sample check below.) **Click Submit.**
Editing an Account

**STEP 1 (Edit Account)**
Click the pencil icon to change account information.

**STEP 2 (Edit Account)**
Enter the requested information in the Your Bank Information and Distribution Instructions sections.
Click Submit.
Removing an Account

STEP 1 (Remove Account)
Click the trash can icon next to the account you wish to remove.

STEP 2 (Remove Account)
Click Yes - Delete to confirm removal of the account.
Quick Reference:
Updating W-4 Tax Information

You will be directed to the W-4 Tax Information page.

**Important Information:** Your W-4 defaults to Marital Status: Single and Allowances: 0 when you are hired at Clemson University.
Quick Reference: Updating W-4 Tax Information

**STEP 3**
Verify your person information that has automatically populated in the form.

**STEP 4**
Enter the total number of allowances you are claiming. Enter any additional amount you want withheld from each paycheck.

**STEP 5**
Select your marital status. Check the related boxes that apply to you.

**STEP 6**
Click Submit to save your entries.
Quick Reference:
Updating W-4 Tax Information

You will receive a confirmation notification (see below).

Important Information: You are allowed to make changes to your W-4 once a day. If you attempt to enter changes more than once, the error message below will appear.

Message

You are only allowed to make W4 changes once per day. If you require assistance, please contact payroll at 656-4884.

The PeopleCode program executed an Error statement, which has produced this message.

OK
Quick Reference: W-2 and W-2c Online Consent and View

**STEP 1**
Sign In to PeopleSoft Using your Clemson user ID and password.

**STEP 2**
Navigate to Self Service > Payroll and Compensation > W-2/W-2c Consent.
Quick Reference: W-2 and W-2c Online Consent and View

You will be asked to enter your Clemson Password to verify your identity.

STEP 3 (Consent)
Check the box indicating your consent to receive electronic W-2 and W-2c forms. Click Submit.

STEP 4
Enter your Clemson password to verify your identity. Click Continue.
Quick Reference:
W-2 and W-2c Online Consent and View

STEP 5 (Withdraw consent)
Check the box to withdraw your consent to receive electronic W-2 and W-2c forms. Click Submit.

You will be asked to enter your Clemson Password to verify your identity.

STEP 6
Enter your Clemson password to verify your identity. Click Continue.
Quick Reference:
W-2 and W-2c Online Consent and View

Viewing W-2/W-2c Online

STEP 1 (View)
Navigate to Self Service > Payroll and Compensation > View W-2/W-2c Forms.

STEP 2
Click the Year End Form hyperlink to view your W-2 or W-2c or click the Filing Instructions.
Click View a Different Tax Year to access previous W-2 or W-2c forms.
Quick Reference: View Paycheck

STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to Self Service > Payroll and Compensation > View Paycheck.
Quick Reference: View Paycheck

STEP 3
Click the View Paycheck hyperlink for the paycheck you wish to view.

A copy of your paycheck stub will display. (Enable pop ups if you don’t see it.)
Overview: If you are considering applying for a new position or changing your deductions or your federal tax withholdings, Paycheck Modeler can calculate a hypothetical check based on changes you enter. Paycheck Modeler starts with your current information and allows you to manipulate your earnings, deductions and/or tax withholding status.

**STEP 1**
**Sign In** to PeopleSoft using your Clemson user ID and password.

**STEP 2**
**Navigate to** Self Service > Payroll and Compensation > Paycheck Modeler.
STEP 3
Check “Yes, I have reviewed and agree to the terms and conditions” to agree to the terms and conditions. Click Let’s Get Started.

STEP 4
Click the pencil icon to change earnings. Click Next.
STEP 5
Enter the new, semi-monthly salary amount. Click OK.

STEP 6
Click Add Deductions to add a different type of deduction or skip to step 8. Click Next.
**STEP 7**
Select the desired Deduction from the menu by clicking the hourglass. **Select** Type of deduction (pre-tax or after-tax). **Select** Flat Amount or Percent **Enter** corresponding field. **Click** OK.

**STEP 8**
**Click** the pencil icon to change deduction amount. **Click** Next.
STEP 9
Enter the new, semi-monthly deduction amount. Click OK.

STEP 10
Click the pencil icon beside the federal or South Carolina tax jurisdiction to edit tax amounts. Click Next.
STEP 11
Enter requested federal tax withholding information. Click OK.

STEP 12
Click Calculate My Modeled Check to see your hypothetical paycheck.
Quick Reference: Paycheck Modeler

STEP 13
Click Print My Modeled Check to print a copy of your hypothetical check. Click Print My Changes to print the changes you entered into Paycheck Modeler.
STEP 1
Enter My.clemson.edu into your browser's address field.

STEP 2
Click on the headshot icon next to SUPPORT.
**Quick Reference:**
*My.clemson.edu*

**STEP 3**
Click Login. Enter your Clemson user ID and password.

**Important Information:** Your Clemson user ID is the part of your Clemson email address prior to @clemson.edu (e.g., tiger@clemson.edu – tiger is the Clemson user ID).

<table>
<thead>
<tr>
<th>Profile</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Addresses</td>
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<td>Phone Numbers</td>
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<td>Emergency Contacts</td>
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<tr>
<td>TigerOne Photo</td>
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<tr>
<td>Security Questions</td>
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<tr>
<td>PawPrints</td>
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</tbody>
</table>

**STEP 4**
Click the section of your profile you wish to edit.
Name Change

Name

How do I change my name?

If your name is misspelled in Directory, please send an email to ithelp@clemson.edu with the current spelling and the correct spelling.

You cannot change your legal name or SSN records through my.Clemson. If you change your legal name at any point (e.g. through marriage or divorce), you must follow the steps below to update your records through Clemson University.

If you are an employee or have ever been employed as a grad assistant or student worker, change your name and SSN through Human Resources. If you are a student and have never worked for the university, change your name and SSN through Registration Services.

Human Resources:

Bring your new Social Security card to the Human Resources Office, located at the Administrative Service Building.
Mailing Address Change

**STEP 1 (Address)**
Select Mailing to edit your mailing address. This is the only selection that will update your address in the Payroll system.

**STEP 2 (Address)**
Select EDIT to make changes to your mailing address.

To update your address for insurance or Retirement purposes please read the [Change of Address Information Page](#).
**Quick Reference:**

**My.clemson.edu**

**Office of Human Resources 12/12/2015 Page 5 of 8**

**Phone Number Change**

**STEP 1 (Phone)**
Select the phone number you wish to edit.

**STEP 3 (Address)**
Enter your address changes. Click SAVE.

- **ADDRESS LINE 1**: 123 Tiger Street
- **CITY**: Clemson
- **STATE**: South Carolina
- **POSTAL CODE**: 29631
- **COUNTRY**: United States

This address is:
- where I receive mail (including official/tax documents)
- used by HR and Student Services
- not shown in the phonebook

To update your address for Insurance or Retirement purposes please read the HR Change of Address Information Page.
**Emergency Contact Change**

**STEP 1 (Contact)**
Select the emergency contact you wish to edit.

**PHONE NUMBER** *
8643751452

This phone number:
- used by Student Services
- not shown in the phonebook

**STEP 2 (Phone)**
Enter your new phone number. **Click** SAVE to retain your changes.

**STEP 2 (Contact)**
Enter your new emergency contact information. **Select** relationship to contact from drop-down box. **Click** SAVE to retain your changes.
**TigerOne Photo Visibility**

**STEP 1 (TigerOne)**
*Select* the level of visibility you desire for your TigerOne photo from the drop-down menu. *Click* SAVE to retain your changes.

**Security Questions**

**STEP 1 (Security)**
*Select* ADD NEW SECURITY QUESTION or ATTACH AN EMAIL ADDRESS to add an email address different from your @clemson.edu address.
STEP 2 (Security)
Choose a Question from the drop-down menu.
Enter your answer.
Click SAVE to retain your changes.

STEP 3 (Security)
Enter an email address other than your Clemson email address.
Click SAVE to retain your changes.

STEP 4
To log out, Click the X icon to close your browser.
External Applicants (Internal Applicants skip to page 12.)

STEP 1
Navigate to the Clemson webpage by going to http://www.clemson.edu/employment/ and clicking on Employment Opportunities.

STEP 2
Click on the External Applicant Job Board hyperlink.

STEP 3
Click on the New User hyperlink to register.

External applicants can view job postings without registering but are required to register and sign in to apply for a position.
Quick Reference: Applying for a Staff Position

STEP 4
If you are a registered applicant, sign in using your User Name and Password. If you are a first-time user, click the Register Now hyperlink to create a User Name and Password.

Important Information: New users must complete the profile page, including acknowledging the terms of service, then click Register. You will be returned to the Job Search Page.

STEP 5A
Search for jobs by scrolling through the job list OR look for a particular job/area by filtering by Recruiting Location, Department, Job Family, Job Function, or the year the job was posted.

Important Information: Position information includes job duties as well as the education and experience and the skills and competencies required for the position.

STEP 5B
Select the position title hyperlink to view the position information.
**Important Information:**
Prior to applying for a position, gather the following information:

- Educational background
- References
- Employment background
- An electronic PDF or Word version of any documents you would like to attach (resume, cover letter, vitae, writing samples, etc.)

**STEP 6**
To apply to a single position, **click** the position title hyperlink then **click** Apply.

OR

To apply to multiple positions at one time, **check** the box beside each position you want to apply to then **click** Apply for Selected Jobs.

OR

To submit an application without selecting a job, **click** Apply Without Selecting a Job.

**Important Information:** There are six steps in the staff application process. Your progress is displayed at the top of each screen. If you save the application as a draft, you can exit and return as needed.
Quick Reference: Applying for a Staff Position

Application Process

**STEP 1**
Read the terms of service, check the acknowledgement box and click Next.

**STEP 2** (Options for attaching your resume/cover letter)
Click Attach Resume then select the file you wish to upload. **OR**
Click Use Existing Resume to use a resume you have previously uploaded. Click the radio button of the resume you wish to use when prompted to do so. **OR**
Click Copy & Paste Resume to copy and paste a resume if your resume is not a Word or PDF document. Copy and paste the document into the textbox. **AND**
Attach a cover letter by clicking Attach Cover Letter.

Click Next to go to the next step.
Important Information: Entering your education and work experience is required to be considered for Clemson University positions. Providing a resume alone is insufficient. Even if you attach a resume, you must complete all sections of the application. Please be sure to follow the entire application process.

STEP 3A
Click Add Work Experience to enter your relevant work history in chronological order beginning with your most recent employer.

STEP 3B
Enter requested information, and, if your work experience is complete, click Save to return to the main Education and Work Experience page to add your education information. OR
Click “Save and Add Another” to add additional work experience. Click “Save and Add Another” for each work experience you want to add.
Quick Reference: Applying for a Staff Position

**STEP 3C**
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

**STEP 3D**
Enter requested information. Click “Save and Add Another” if you have additional educational information you wish to add.

**OR**
If your educational experience is complete, click Save to return to the main Education and Work Experience page to add volunteer service information.
Quick Reference: Applying for a Staff Position

**STEP 3E**
Click Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.

**STEP 3F**
Enter requested information. Click “Save and Add Another” if you have additional volunteer service activities you want to add.

OR
If your volunteer service is complete, click Save to continue to the next step in the application process.
Quick Reference: Applying for a Staff Position

**Important Information:** If a license or certification is required for the position, be sure to include it in your application. Instructions are below.

**STEP 4**
Click on the appropriate button to Add Licenses, Add Certifications, Add Language Skills or Add Job Related Skills.

**Click** Next when finished to continue.

**Important Information:** Add at least three references who are familiar with your work. References should include at least two managers or supervisors.

**STEP 5A**
Click Add Reference to provide a reference’s name, title and contact information.

**Click** Add Reference again to add additional references.

**Click** Next to continue.
Quick Reference: Applying for a Staff Position

STEP 5B
**Complete** the Application Questionnaire by selecting the “Yes” or “No” radio button or entering comments for each question. **Click** Next to continue.

STEP 6
At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary. The information is used to assist Clemson University in complying with federal and state requirements, including Equal Employment Opportunity record keeping.

STEP 7
**Click** the edit icon to review and/or edit your application. **Click** Submit Application to complete the application process.
Important Information: Once the application has been successfully submitted, you will be taken to a confirmation page. If you want to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Confirmation page.

Application Confirmation

![Application Confirmation]

On the My Activities page, click the job title to view your submitted application or click the Withdraw button to remove your application.

Access your My Activities page by logging into [http://www.clemson.edu/employment/](http://www.clemson.edu/employment/) and clicking on Employment Opportunities. My Activities is located in the My Notifications section.

TIP
You can request that new positions matching specific job titles be emailed to you when they are posted. **Enter** a job title in the Name My Search field. **Check** “Notify me when new jobs meet my criteria.” **Enter** your email address. **Click** Save Search.
Quick Reference: Applying for a Staff Position

**TIP**
You can email a job posting to a friend. **Click** Email to Friend. **Enter** the email address to which you want the posting sent. **Click** Send.

JEANNE CLERY ACT:
The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown below:

http://www.clemson.edu/cahumanresources/prospective/

Apply  Email to Friend  Refer a Friend

Return to Previous Page  Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information
Internal Applicants

STEP 1
Navigate to the Clemson webpage by going to http://www.clemson.edu/employment/ and clicking on Employment Opportunities.

STEP 2
Click the Internal Applicant Job Board (Current Employees) hyperlink.

STEP 3
Log In to PeopleSoft using your Clemson user ID and password. Click Sign In.
STEP 4
Navigate to Main Menu > Self Service > Recruiting > Careers to search for available positions.

STEP 5A
Search for jobs by scrolling through the job list
OR look for a particular job/area by filtering by Recruiting Location, Department, Job Family, Job Function, or the year the job was posted.

STEP 5B
Select the position title hyperlink to view the position information.

Important Information: Position information includes job duties as well as the education and experience and the skills and competencies required for the position.
Important Information:

Prior to applying for the position, gather the following information:

- Educational Background
- References
- Employment Background
- An electronic PDF or Word version of any document you wish to attach (resume, cover letter, vitae, writing samples etc.)

STEP 6
To apply to a single position, click the position title hyperlink then click Apply.

OR
To apply to multiple jobs at the same time, check the box beside each position to which you wish to apply then click Apply for Selected Jobs.

OR
To submit an application without selecting a position, click Apply Without Selecting a Job at the bottom of the page.

Important Information: There are six steps in the staff application process. Your progress is displayed at the top of each screen. You can exit the application at any time.
**Application Process**

**STEP 1**
Read the terms of service, check the acknowledgement box and click Next.

**STEP 2** (options for attaching your resume/cover letter)

- **Click** Attach Resume and **select** the file you wish to upload.

OR

- **Click** Use Existing Resume to use a resume you previously uploaded.

OR

- **Click** Copy & Paste Resume to copy and paste a resume that is not a Word or PDF document. Copy and paste the document into the textbox.

AND

- **Attach** a cover letter by clicking Attach Cover Letter.

**Click** Next to move to the next step.
Quick Reference: Applying for a Staff Position

Important Information: In order to be considered for a position at Clemson University, you are required to enter your education and work experience in the provided sections of the application. Attaching a resume without completing all sections of the application is insufficient. Please be sure to follow the entire application process.

**STEP 3A**
Click Add Work Experience to enter your relevant work history in chronological order beginning with your most recent employer.

**STEP 3B**
Enter all requested information for the work experience being described.

To add additional work experience, click “Save and Add Another.” Click “Save and Add Another” for each work experience you want to add.

When you’ve entered all of your relevant work experience, click Save to return to the main Education and Work Experience page to add your education information.
Quick Reference:
Applying for a Staff Position

STEP 3C
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

STEP 3D
Enter the requested information.
To add additional educational information, click “Save and Add Another.”
When you’ve entered all of your education degrees, click Save to return to the main Education and Work Experience page to add volunteer service information.
STEP 3E
Click Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.

STEP 3F
Enter requested information.

To enter additional volunteer service, click “Save and Add Another.”

When you’ve entered all of your volunteer service, click Save. (Clicking Save will return you to the Education and Work Experience page.)

Click Next to continue the application process.
Important Information: If a license or certification is required for the position, be sure to add it using the instructions below.

**STEP 4**
Click on the appropriate button to Add Licenses, Add Certifications, Add Language Skills or Add Job Related Skills. **Click** Next when finished to continue.

Important Information: Add at least three references who are familiar with your work and answer several employment related questions. References should include at least two managers or supervisors.
Quick Reference: Applying for a Staff Position

**STEP 5A**
Click Add Reference to provide a reference’s name, title and contact information. Click Add Reference again to add an additional reference. Click Next to continue.

**STEP 5B**
Complete the Application Questionnaire by selecting the “Yes” or “No” radio button or entering comments for each question. Click Next to continue.

**Important Information:** At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary; it assists Clemson University in complying with federal and state requirements, including Equal Employment Opportunity record keeping.
STEP 7
Click the edit icon to review and/or edit your application. Click Submit Application to complete the application process.

**Important Information:** Once your application has been successfully submitted, you will be taken to a confirmation page. If you wish to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Application Confirmation page.
Quick Reference: Applying for a Staff Position

TIP
You can request that positions matching specific job titles be emailed to you when they are posted.
Enter a job title in the Name My Search field.
Check “Notify me when new jobs meet my criteria.”
Enter your email address.
Click Save.

Access your My Activities page by logging into http://www.clemson.edu/employment/ and clicking on Employment Opportunities. My Activities is located in the My Notifications section.

On the My Activities page click the job title to view your submitted application. Click the Withdraw button to remove your application.

Save Search

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you.

Name My Search
Notify me when new jobs meet my criteria
Email Address

Save Search

Return to Previous Page
Quick Reference:
Applying for a Staff Position

TIP
You can email a job posting to a friend. 
**Click** Email to Friend. 
**Enter** the email address to which you want the posting sent. 
**Click** Send.

JEANNE CLERY ACT:

The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment, Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown below:

http://www.clemson.edu/coe/humanresources/prospective/
Personalizing Home Page

**Important Information:** When you log into the new PeopleSoft, the home page is blank. You can personalize your home page with pagelets (viewable subsections of your homepage) that lead you to locations you use often. You also have the option to set up favorites. You can use one or both of these features, or you can leave the home page blank and navigate via the Main Menu link.

**STEP 1**
**Sign In** to PeopleSoft using your Clemson user ID and password.

**STEP 2** (Content)
**Personalize** your home page content by clicking Content.
Quick Reference:
Personalizing Home Page
And Setting Up Favorites

**STEP 3 (Content)**
Enter a welcome message, which will display on your home page. **Click SAVE.**

**Welcome Message**
**Displays on Home Page**

**STEP 4 (Content)**
Check the pagelets you want to display on your home page. **Click SAVE.**

**Important Information:** To avoid confusion on your home page, we recommend choosing only the pagelets that are applicable to you.
Quick Reference:
Personalizing Home Page
And Setting Up Favorites

**STEP 5 (Layout)**
Click Personalize Layout to edit the look of your home page.

**STEP 6 (Layout)**
Choose the basic layout you desire. Use arrows to place pagelets in the column and in the order you prefer. Delete unwanted pagelets by clicking the Delete Pagelet button.

**STEP 7 (Layout)**
Click SAVE to retain your personalized layout.
Setting up Favorites

PeopleSoft automatically saves five most recently-used pages you’ve accessed in Favorites.

STEP 1 (Favorites)
Navigate to the page you want to save in Favorites. Click Add to Favorites.
Quick Reference:
Personalizing Home Page
And Setting Up Favorites

**STEP 2 (Favorites)**
Click OK to save the page in Favorites.

**Confirmation message will show**
The favorite has been saved.

**STEP 3 (Favorites)**
Click Edit Favorites to make changes to your list of favorites.
Quick Reference:
Personalizing Home Page
And Setting Up Favorites

STEP 4 (Favorites)
Enter the Sequence number
to change the order in which
your favorites appear.

Select the minus button
to delete a favorite.

STEP 5 (Favorites)
Click SAVE after editing or
deleting favorites to retain
changes.
Frequently Asked Questions (FAQs) for General Users

General Questions

Why is the University upgrading to PeopleSoft 9.2 and adopting a new hiring system called Tiger Talent?

The University is upgrading both its hiring process and CUBS-HR to better align with the University’s strategic 2020 goals.

CUBS-HR is being upgraded to the most current version of PeopleSoft so the University will be able to provide the following:

- Advanced information security
- Additional functionality, including paycheck modeling, employee profiles and a user-friendly experience for applicants
- Advanced support for continuous improvement efforts, including system updates to critical areas such as payroll taxes
- A reduction of downtime for servicing the system

Hiring process changes were in response to the needs of hiring managers and OHR liaisons. Prior to the upgrade, the hiring process was not well-defined, lacked visibility and was overly drawn out. Tiger Talent addresses these concerns. During the pilot phase of Tiger Talent, pilot groups realized a 75.5 percent reduction in lead times for requests to hire and a 71.4 percent increase in requests to hire processed without any interruptions in the process.

What self-service links might I need after the upgrade to PeopleSoft 9.2?

Links for After the Upgrade:

- Direct Deposit
- W-4
- W-2
- View Paycheck

Are there new features that will allow me to make changes to my benefits through CUBS?

After the upgrade, changes to your benefits (including plan or level changes, adding or removing dependents, updating contributions, etc.) will be processed through a Clemson University benefits counselor. You can set up a phone or face-to-face counseling session with a benefits counselor online. To do so, click HERE, click Benefits Inquiries and Changes, and follow the online prompts to make your appointment.

Will I still be able to use the Employee Self Service feature to change my W-4 (paycheck tax information) or make changes to my direct deposit information?

Yes, except during the transition, the system will be down for a brief period, and you will have view only access to Self Service. You will be unable to make changes to your W-4 or...
direct deposit information. The system is scheduled to be down from December 10th through December 14th. If you need to make a change for the December 31st payday, you will need to enter your change by Tuesday, December 8, 2015.

**Will I still be able to view my paystub, W-2 and other self-service information online?**

Yes. While PeopleSoft is down during the upgrading process, you will be directed to a view only module where you can access your paystubs. Once the upgrade is complete, users will notice a slight difference in appearance when accessing the employee Self Service feature, but basic functionality will remain unchanged.

**How do I use the paycheck modeling feature in PeopleSoft 9.2?**

Click [HERE](#) to gain access to a quick video that provides information on how you can use the paycheck modeling feature to research how tax and benefits changes would impact your paycheck. Also, be sure to review the quick reference guide, *Paycheck Modeler*. The University will provide an online presentation at a later date.

**Will I be able to view my position description in PeopleSoft?**

Please see your HR partner for a copy of the position description. PeopleSoft does not provide for viewing position descriptions.
Resources

Policies and Procedures:
   Clemson University Policies and Procedures Manual

Related Forms:
   HR Professionals Webpage

Systems:
   PeopleSoft/CUBS

Please send requests for additional information to Ask-HR.