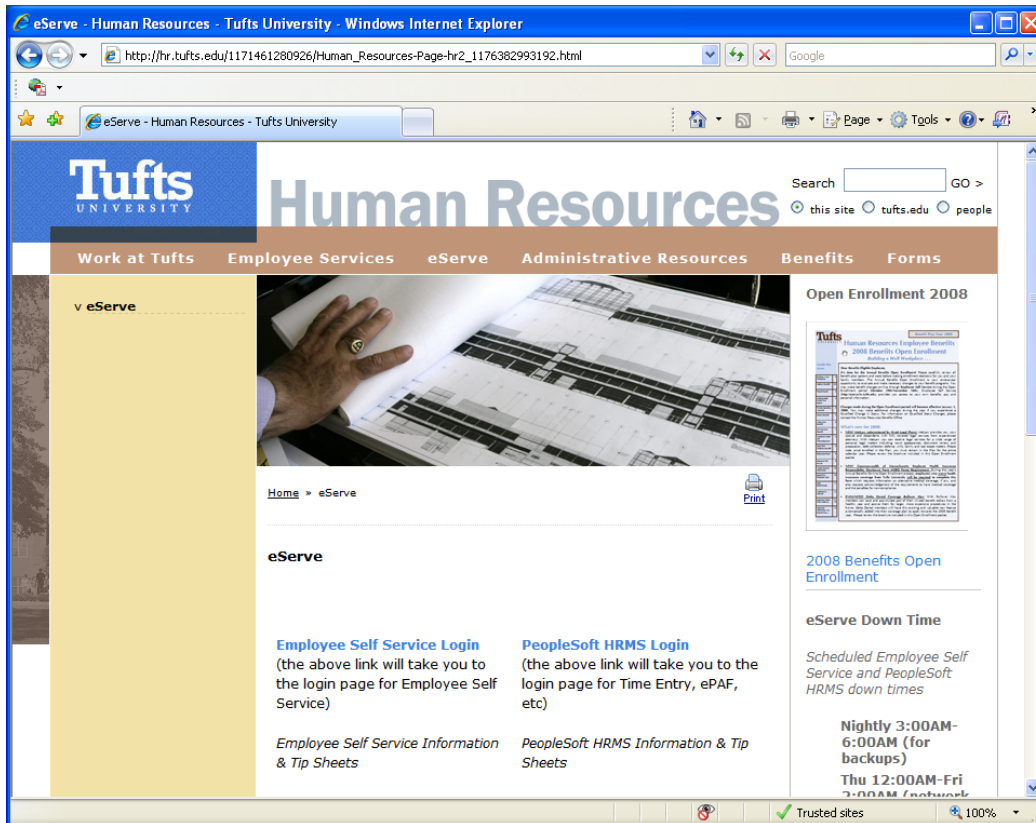


## Employee Self Service Overview

Users log in to Employee Self Service by opening Internet Explorer or Mozilla Firefox and typing the following URL: <http://eserve.hr.tufts.edu/> into the browser window's address bar.



This page precedes the Employee Self Service log in page. HR will post messages to the user community regarding system down times and availability on this page. This page also provides links to user documentation. You can log in to Employee Self Service by clicking on the "Employee Self Service Login" link.

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## The Log In Page

Type your User ID and your Password. Now, Click on the **Sign In** button and the Employee Self Service system will validate your User ID and password.

Note that the password is case sensitive.

**Tufts**  
UNIVERSITY  
*PeopleSoft Human Resources*

User ID:  (Defaults to Upper Case)

Password:  (Case Sensitive)

**Sign In**

## Employee Self Service Menu

The Human Resources Self Service Menu is the main menu for Employee Self Service. You can view your Time Off Information, Personal Information, Payroll and Compensation, and Benefits information by selecting a link below.

**Tufts**

Home | Add to Favorites | Sign out

**Menu**

Search:

- Self Service
  - Personal Information
  - Payroll and Compensation
  - Benefits
    - Time Off Information
  - Change My Password

**Main Menu >**

**Self Service**

Navigate to your self service information and activities.

**Time Off Information**

Review time off taken and vacation, sick and personal time earned.

**Personal Information**

Review and update your personal information.

- Home and Mailing Address
- Phone Numbers
- Email Addresses
- 2 More...

**Payroll and Compensation**

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- View Paycheck
- Notice of Deposit
- Voluntary Deductions
- 2 More...

**Benefits**

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- Benefits Information
- Dependents and Beneficiaries
- Benefits Summary
- 2 More...

## Personal Information Menu

This page contains links to all of your personal information, including your e-mail address, mailing address and emergency contacts.

You may select any of these links to view current information and make necessary changes.



### Home/Mailing Addresses

From the Personal Information menu, select Home/Mailing Addresses. This is the address the University uses to send you important material such as benefits information and W2 forms. From this page, you can change your Home and Mailing Address. Enter the new or corrected information and select the Save button.

### Phone Numbers

Add, change or delete your personal phone information. Your work phone number is maintained in the Tufts directory at <http://whitepages.tufts.edu/>. Select "Edit Work Phone" and follow the directions to edit your work phone.

### E-mail Address

Here you can view your email address. To change this information, you will need to contact your FSP (IT Support person). There is a link to the UIT web page where you can search for the FSP for your department. To do this, select the link 'Lookup FSP\IT Support Persons.

### Emergency Contacts

From here you will be able to add and edit information listed for your Emergency Contacts.

### Ethnic Groups

Report your race/ethnic group to meet federal government reporting requirements.

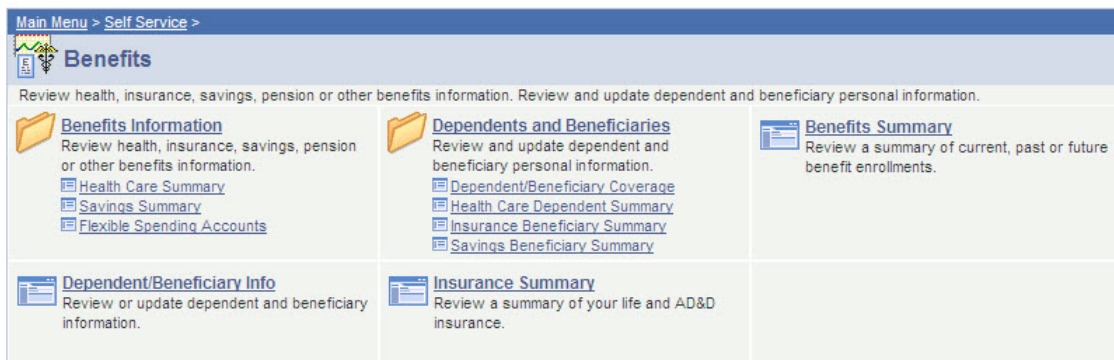
## Benefits

From the Human Resources Self Service Menu, select the Benefits link.



## Benefits Menu Page

Select links to view a summary of your benefits, life insurance, health benefits, savings plans, flexible spending account information and dependents.



## Benefits Information

From the Benefits Information page, review health, insurance, savings, and other benefits information.

## Dependents and Beneficiaries

Review dependents and beneficiaries covered under your benefit plans and edit dependent/beneficiary personal information.

## Benefits Summary

From the Benefits Summary page, view a listing of the benefits plans that you are enrolled in. Each link below will provide you with greater detail.

## Benefits Summary

Jane Doe

To view your benefits as of another date, enter the date and click Go:

02/06/2009 

Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	Tufts Health Plan EPO/HMO	Individual
<a href="#">Dental</a>	Delta Premier USA	Individual
Vision		Waived
<a href="#">Same Sex Domestic Partner Dent</a>	Delta Premier USA DP Plan	Individual & SS Spou
Same Sex Domestic Partner Vis		Waived
<a href="#">Life</a>	Basic Life Insurance	Salary X 1 + 0
<a href="#">Supplemental Life</a>	Supplemental Life 3 Times Base	Salary X 3 + 0
<a href="#">Accidental Death/Dismemberment</a>	Accidental Death/Dis 5X	Salary X 5 + 0
<a href="#">Dep. Life Spouse/SSDP</a>	Dep Life Spouse/SSDP 25,000	\$25000
<a href="#">Long-Term Disability</a>	Long Term Disability 60%	60% of Salary
<a href="#">Voluntary Ret Plan 403(b)</a>	Vol Retirement General Max	\$275 Per Pay Period
<a href="#">Flex Spending Health - U.S.</a>	WageWorks Health Care FSA	\$1,200 Annual Pledge
401(a) Plan	Basic Retirement Plan Over 40	Participating

## Dependent/Beneficiary Information

Review and/or update dependent and beneficiary information from this page.

## Insurance Summary

Select Insurance Summary to review your life and AD&D insurance.

You may also add/change your insurance beneficiary information by selecting the edit button in the insurance plan detail. You may edit allocations here as well.

## Payroll and Compensation

To review your pay and compensation history, update direct deposit and other deductions, select Payroll and Compensation from the Self Service Menu.

The screenshot shows the 'Self Service' menu with the following sections:

- Time Off Information**: Review time off taken and vacation, sick and personal time earned.
- Personal Information**: Review and update your personal information.
  - [Home and Mailing Address](#)
  - [Phone Numbers](#)
  - [Email Addresses](#)
  - [2 More...](#)
- Payroll and Compensation**: Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
  - [View Paycheck](#)
  - [Notice of Deposit](#)
  - [Voluntary Deductions](#)
  - [2 More...](#)
- Benefits**: Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
  - [Benefits Information](#)
  - [Dependents and Beneficiaries](#)
  - [Benefits Summary](#)
  - [2 More...](#)

## Payroll and Compensation Menu

From the Payroll and Compensation menu you can view information regarding your current and past paychecks, direct deposits, and you can change your federal and state tax withholdings.

The screenshot shows the 'Payroll and Compensation' menu with the following sections:

- View Paycheck**: Review current and prior paychecks.
- Notice of Deposit**: Set up an email reminder to be notified when your paycheck is ready to view.
- Voluntary Deductions**: Add or update your voluntary deductions.
- Direct Deposit**: Add or update your direct deposit information.
- Compensation History**: Review compensation history for base salary changes.
- W-4 Tax Information**: Review or change your W-4 information.

**View Paycheck**

The View Paycheck page will display recent paychecks. To view a particular paycheck, select the check date desired. This will display detail for the full paycheck you selected.

**Notice of Deposit**

This page allows you to set up an email reminder to be notified when your paycheck is ready to view.

**Voluntary Deductions**

This page allows you to add or update your voluntary deductions made through the Tufts Community Appeal.

**Direct Deposit**

The Direct Deposit link will display information associated with your direct deposit account, including transit and account number.

**Compensation History**

Select this link to review your compensation history for base salary changes.

**W-4 Tax Information**

Federal and State tax withholding information can be changed on this page. Enter the number of allowance you are claiming in the space provided. This page provides a link to the federal worksheet.

You will be required to reenter your password to make tax withholding changes.

## Time Off Information

The Time Off information page contains a summary of your current Time Off balances and the amount of Time Off you have taken. Please see Time Off Information Tip Sheet.

**Main Menu >**

**Self Service**

Navigate to your self service information and activities.

<p><b>Time Off Information</b> Review time off taken and vacation, sick and personal time earned.</p>	<p><b>Personal Information</b> Review and update your personal information.</p> <ul style="list-style-type: none"> <li>Home and Mailing Address</li> <li>Phone Numbers</li> <li>Email Addresses</li> <li>2 More...</li> </ul>	<p><b>Payroll and Compensation</b> Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.</p> <ul style="list-style-type: none"> <li>View Paycheck</li> <li>Notice of Deposit</li> <li>Voluntary Deductions</li> <li>3 More...</li> </ul>
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## Password Maintenance

To manage your password, select Change My Password from the Human Resources Self Service Menu.

**Tufts**

Home | Add to Favorites | Sign out

**Main Menu >**

**Self Service**

Navigate to your self service information and activities.

<p><b>Time Off Information</b> Review time off taken and vacation, sick and personal time earned.</p>	<p><b>Personal Information</b> Review and update your personal information.</p> <ul style="list-style-type: none"> <li>Home and Mailing Address</li> <li>Phone Numbers</li> <li>Email Addresses</li> <li>2 More...</li> </ul>	<p><b>Payroll and Compensation</b> Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.</p> <ul style="list-style-type: none"> <li>View Paycheck</li> <li>Notice of Deposit</li> <li>Voluntary Deductions</li> <li>2 More...</li> </ul>
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**Menu**

Search:

- Self Service
  - Personal Information
  - Payroll and Compensation
  - Benefits
    - Time Off Information
  - Change My Password

## Change My Password Menu Page

From the General Profile Information menu, you may change your password or security question.

### General Profile Information

Jane Doe

To change your Password, click on the link below

[Change password](#)

You last changed your Password on: **12/08/2008** Password will expire on: **06/06/2009**

To set up or change your Question, click on the link below

[Change or set up forgotten password help](#)

You last changed your Question on: **07/14/2004 8:43:53AM**

[Return to Main Menu](#)

## Changing Your Password

From this page you can change your password at any time. The password rule set provides you with password requirements.

### Change password

#### Current Password:

If you are a new user, enter your temporary password

#### New Password:

#### Confirm Password:

Fill in the above 3 password fields

then click the OK button to save your new password

-or-

Click the cancel button to return to the previous page without Saving.

OK

Cancel

#### Password Rule Set

- > Minimum password length is 8 characters and passwords can be up to 30 characters.
- > Passwords must contain at least 1 special character such as ! @ #.
- > Passwords must contain at least 2 numeric digits.
- > Passwords are case sensitive and you should use both lower and upper case characters to further protect your ID.
- > Passwords are prohibited from matching the UserID.
- > Account lockout occurs after 3 unsuccessful login attempts.
- > Passwords expire in 180 days. You will have 7 days' notice of an impending expiration.