University of the South's Campus Information System
Self-Service Application for Employees

What is Self-Service for Employees?
Self-Service for Employees is a secure way to see your personal, benefits and payroll information kept in the University's Campus Information System. You and only you will have access to your information. From anywhere and at any time, simply by logging into the system via the Internet; you will be able to access information regarding your benefits, paycheck, deductions, federal tax information and leave balances, if applicable (***faculty do not accrue sick leave and vacation***)

What can I do with it?
You can view and print out your information from the system. For example, if you lose your pay stub, you can view it and print out a new one. You can see how much vacation time you have used, or have left, as of the last payroll run. All your benefits information is displayed right on your PC/Mac screen.

How do I use it?
Once you are hired as an employee an email and self-service account are created for you.
1. Your email is typically set up using:
    - The first initial of your first name
    - The first initial of your middle name
    - The first six letters of your last name
2. Your self-service account can be accessed using:
    - User ID = your email address (excluding the @sewanee.edu)
    - Your password and your temporary pin is your 2-digit month, 2-digit day, 2-digit year
        o Ex: January 5, 1980 is 010580
3. We recommend using Internet Explorer as your web browser.
4. The self-service link may be accessed through:
    - The Human Resources webpage at http://hr.sewanee.edu/
    - Or directly at https://ssb.sewanee.edu/cis_uoss/twbkwbis.P_WWWLogin
5. At the login page:
    - Enter the user id and your temporary pin (both detailed in #2)
6. The first time you access *Self-Service for Employees*, for security purposes, you will be required to change your pin number from the temporary 6 digit number to a new pin that is between 6 – 16 characters, it can be a mixture of alpha/numeric characters. Your new pin will be case sensitive.

What if I forget my PIN number?
You can recover your PIN by answering the security question you set up when you first logged into the system. However, if you are unable to log in, or the system will not retrieve your PIN for you, please contact ext. 1348 or the University HelpDesk at ext. 1369.

Can anyone else get access to my personal data through Self-Service for Employees?
The only way anyone can get access to your data through *Self-Service for Employees* is by entering your login name as well as the PIN. This is why you should set your PIN number to

something that is known only to you. You might make a practice of changing your pin from time to time as you have that ability within Self Service. Please treat your PIN as you would your PIN number for your ATM card, for instance.

On the Self-Service for Employees Menu, what will I see?

Employee Services Screen:

Time Sheet
Enter or Approve Time

Report Time Off
Leave Reporting

Benefits and Deductions
View your health insurance information, flex spending accounts and miscellaneous deductions.

Pay Information
View your Direct Deposit bank account distribution, earnings, deductions history and view pay stubs.

Tax Forms
View W4 and W2 information.

Time Off Current Balances and History
View Leave Balances/History
(Faculty will not see any accruals on this screen)

Personal Information Screen:
Change PIN number
Change Security Question

When you are ready to logout of Self-Service click 'EXIT' at the right top of the menu to disconnect.
For additional security purposes, you should close your browser after you 'EXIT'.

Have questions or suggestions?
Contact Debbie Ladd in Human Resources (ext. 1242 or deladd@sewanee.edu)