

Quick Reference Guide – Employees

Enter Time

Main Menu>My Self Service>Time Reporting>Report Time>Timesheet

Print Copy of Paycheck

Main Menu>My Self Service>Payroll and Compensation>View Paycheck

Check Leave Usage & Balances

Main Menu>My Self Service>Payroll and Compensation>UF Leave History

Benefits Summary

Main Menu>My Self Service>Benefits>Benefits Summary

Change Address

Main Menu>My Account>Update My Directory Profile

Change Password

Main Menu>My Account>Change My Password

Change Direct Deposit Information

Main Menu>My Self Service>Payroll and Compensation>Direct Deposit

Change W-4 Information

Main Menu>My Self Service>Payroll and Compensation>W-4 Tax Information

Summary of Annual Earnings & Deductions

Main Menu>My Self Service>Payroll and Compensation>UF Employee Year End Statement

Summary of Classes Taken

Main Menu>My Self Service>Training and Development>Training Summary

Print W-2

Main Menu>My Self Service>Payroll and Compensation>View W-2/W-2c Forms

First thing, make sure to "CONSENT" to printing your W-2, then you will be able to each December