

I. Introduction to Employee Self-Service (ESS) and My First Days

General Information

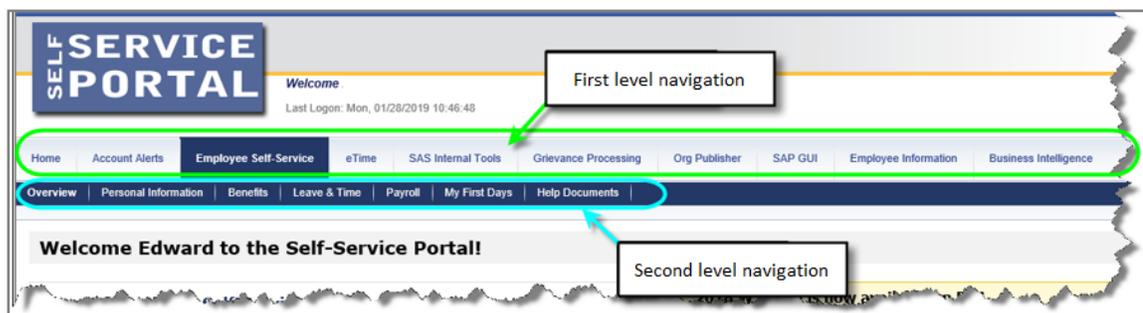
Employee Self-Service (ESS) is a web-based service within the Self-Service Portal that provides employees with the ability to view and update information related to their employment with the Pennsylvania State System of Higher Education (PASSHE).

ESS contains the application, My First Days. My First Days allows employees to add and update personal information such as Dependent(s), W-4 Tax Withholding Information, Education, Ethnicity, Direct Deposit and Emergency contact. It also allows employees to enroll into benefit plans such as Medical, Retirement, Flexible Spending Account(s) and Basic Group Life.

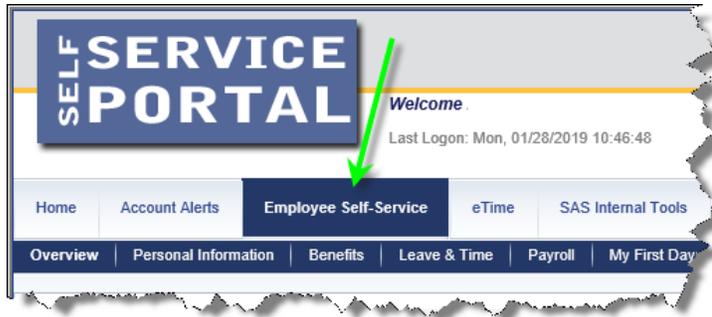
Employees should contact their Human Resources Office immediately with any questions regarding the information appearing on ESS.

II. Overview of Self-Service Portal Navigation

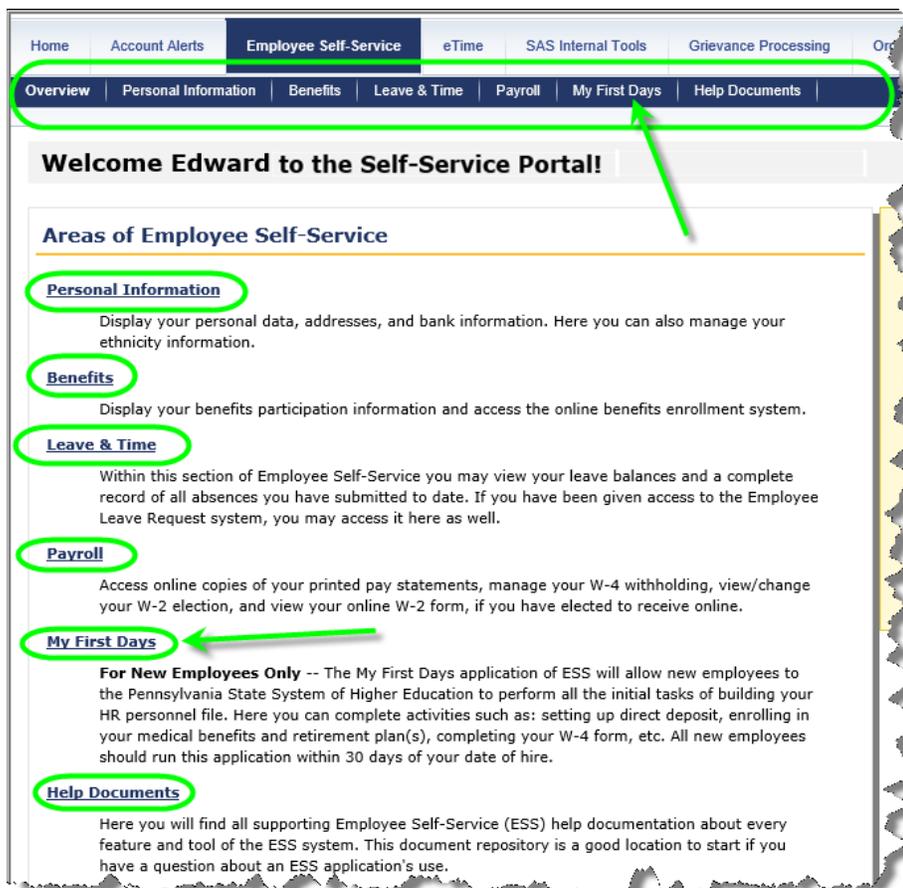
1. The **first level navigation tabs** will only display the applications to which the Username in effect has access and may vary. When a first level navigation tab is selected, the **second level navigation links** will refresh to show what options are available for use under the selected first level navigation tab.



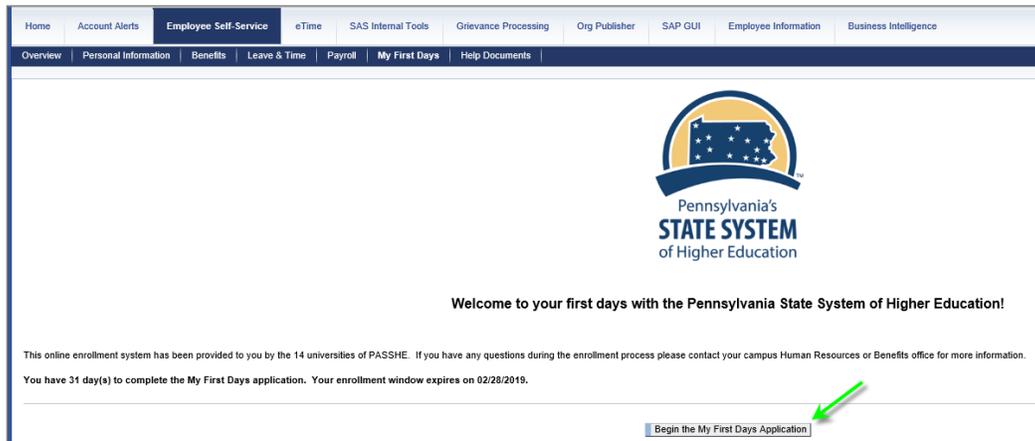
1. To access My First Days, select **Employee Self-Service** (ESS) from the first level navigation tab.



2. The window will display a listing of the *ESS* applications available. Navigation to the desired *ESS* application can be accomplished either by using the second level navigation links under *ESS* or by the optional navigation links depicted in the screenshot below. Select the **My First Days** link from either of the provided navigational options.

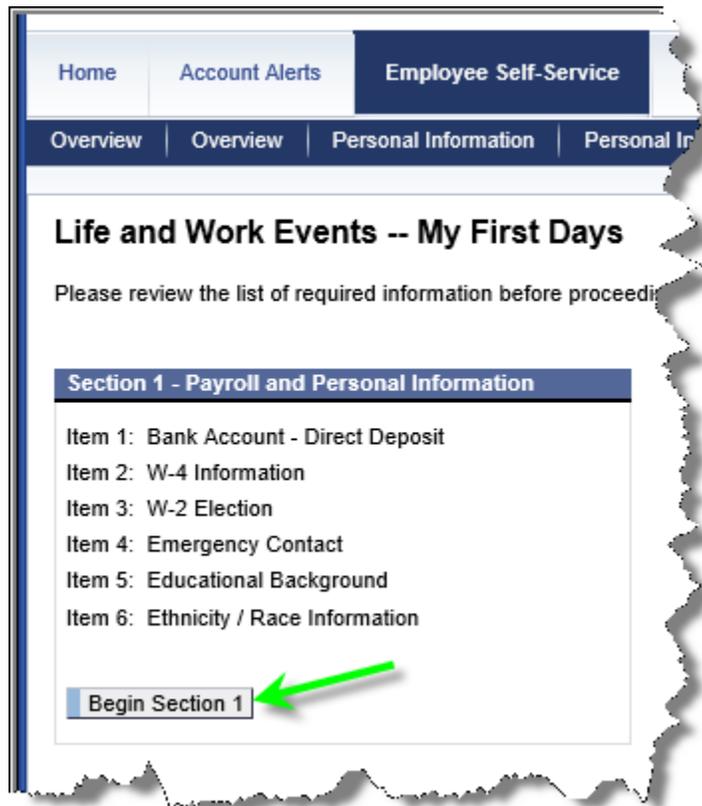


3. On the first page of *My First Days*, select ***Begin the My First Days Application***.



III. Navigating ESS and My First Days: Section 1 – Payroll and Personal Information

1. To begin the ***Payroll and Personal Information*** process within *My First Days*, select ***Begin Section 1***.



2. Instructions for completing the section will be displayed.
Select **Continue to Section 1** to begin.

Section 1 - Payroll and Personal Information

You will need the following information to complete this section:

1. Bank Account
 - a. ABA (routing) number
 - b. Account Number
2. W-4 Information
 - a. Filing Status
 - b. Total Amount for Dependents
 - c. Other Income (Not From Jobs)
 - d. Additional Deductions from Deductions Worksheet
 - e. Extra Withholding Each Pay Period
3. W-2 Election
 - a. Paper
 - b. Electronic
4. Emergency Contact
 - a. Contact Name
 - b. Contact Phone Number
5. Educational Background
 - a. Name(s) of school
 - b. Type of degree/area of study
 - c. Year(s) of graduation
6. Ethnicity
 - a. Your Race/Ethnicity Classification

1. **Bank Account Information** will be the first page displayed under *Payroll and Personal Information*. If direct deposit is desired, the following must be provided:

- a) **Bank ABA Routing Number**
- b) **Account Number**
- c) **Account Type** (*Checking or Savings*)

2. To proceed with setting up direct deposit, select **Create/Change Bank Information**.

NOTE: If entering/modifying bank account information is not desired, select **Continue to Next Step** to bypass as shown below. **However, it is STRONGLY recommended that all employees utilize direct deposit.** The benefits of utilizing direct deposit are speed, accuracy, and privacy. Paper checks should **ONLY** be requested as a last resort.

3. Once bank account details have been completely entered, select **Save Account and Continue**.

NOTE: If a bank account currently exists in the system, select **Create/Change Bank Information**.

Bank Account Information

To update your bank information, start by clicking the "Create / Change Bank Information" button.

Stored Bank Account Information

Bank ABA/Routing Number: 231381116 PENNSYLVANIA STATE EMPLOYEES

Account Number: *****

Verify Account Number: *****

Account Type: Savings Account

The following pop-up screen will appear showing the last three digits of the account number on file.

Please confirm your current main bank account number by retyping it completely in the Account Number field below. Next, click 'OK' to confirm the account number you have entered.

Account Number: *****345

Highlight the masked entry entirely within the Account Number field.

Please confirm your current main bank account number by retyping it completely in the Account Number field below. Next, click 'OK' to confirm the account number you have entered.

Account Number: *****345

Enter the corresponding account number completely and select **OK**. This will unlock the bank account on file for changes.

Please confirm your current main bank account number by retyping it completely in the Account Number field below. Next, click 'OK' to confirm the account number you have entered.

Account Number:

Bank Account Information

To update your bank information, start by clicking the "Create / Change Bank Information" button

Stored Bank Account Information

Bank ABA/Routing Number: PENNSYLVANIA STATE EMPLOYEES CU

Account Number:

Verify Account Number:

Account Type: ▼

- The *W-4 Withholding Information* page is next in the entry process. To proceed with setting up *W-4 Withholding Information*, select **Update W-4 Withholding**.

NOTE: Employees who need to claim an *Exempt* status must contact their payroll office.

Life and Work Events -- My First Days
W-4 Withholding Information

To update your W-4 information, start by clicking the "Update W-4 Withholding" button. Then make any changes to your withholding status you wish and click the "Save and Continue to Next Step" button. If you need to c

Selection and Overview

Tax Authority	Filing Status
Federal	Single or Married filing separately

W-4 Details

Tax Authority: Federal

W-4 Information

The fields below correspond to the steps in the 2020 IRS Form W-4. The IRS Form W-4 and instructions, linked below, should be used to determine the values for these fields.

Step 1c - Filing Status:

Check this box if you have checked the box in Step 2c on the Form W-4:

Step 3 - Total Amount for Dependents: USD

Step 4a - Other Income (Not From Jobs): USD

Step 4b - Additional Deductions from Deductions Worksheet: USD

Step 4c - Extra Withholding Each Pay Period: USD

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Declaration: Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct and complete.

To review the IRS Form W-4 and instructions, click here: [IRS Website: W-4](#)

Form W-4 Field Descriptions and Instructions

The fields within the *W-4 Information* section directly correspond to the steps on the IRS Form W-4 2020 or later. It is recommended that employees refer directly to the Form W-4 and instructions to determine the values for the following fields on the screen.

Step 1c – Filing Status: choose the appropriate filing status for the Form W-4 from the drop-down menu.

Check this box if you have checked the box in Step 2c on the Form W-4: according to the Form W-4, use this checkbox *“if there are only two jobs total...Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.”*

Step 3 - Total Amount for Dependents: the value entered here is calculated during Step 3: Claim Dependents and is the total from line 3 of the Form W-4. If you are not claiming credits for dependents, leave the default value of 0.00.

Step 4a - Other Income (Not From Jobs): the value entered here is calculated during Step 4 (optional): Other Adjustments and is the value from line 4(a) of the W-4 form. If you are not entering other income, leave the default value of 0.00.

Step 4b - Additional Deductions from Deductions Worksheet: the value entered here is calculated during Step 4 (optional): Other Adjustments and is the value from line 4(b) of the Form W-4. If you are not entering deductions, leave the default value of 0.00.

Step 4c - Extra Withholding Each Pay Period: the value entered here is calculated during Step 4 (optional): Other Adjustments and is the value from line 4(c) of the Form W-4. If you are not entering an additional amount, leave the default value of 0.00.

5. When entering dollar amounts in *Step 3*, *Step 4a*, *Step 4b*, or *Step 4c*, **it is critical not to use any special characters such as commas or dollar signs**. For example if entering \$6,000.00, it should be entered into the field as 6000 or 6000.00. The following table should be used as a guideline for entering dollar values within these four fields:

Dollar value to be entered:	Enter on the screen as:
0.00	0 or 0.00
10.00	10 or 10.00
100.00	100 or 100.00
1,000.00	1000 or 1000.00
10,000.00	10000 or 10000.00
100,000.00	100000 or 100000.00

NOTE: If an invalid character is entered, an error message will be displayed as illustrated. employees must correct the error as instructed above in step 5.

Step 4b - Additional Deductions from Deductions Worksheet: USD

Step 4c - Extra Withholding Each Pay Period: USD

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Declaration: Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct and complete.

To review the IRS Form W-4 and Instructions, click here: [IRS Website: W-4](#)

 Extra Withholding field contains invalid input please enter proper input value. Special characters such as commas and dollar signs are not permitted.

6. When finished entering changes, select the checkbox, “*Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.*”



Step 4b - Additional Deductions from Deductions Worksheet: USD

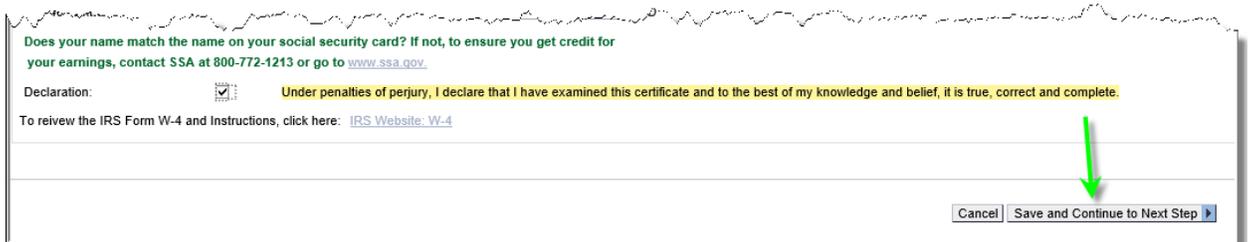
Step 4c - Extra Withholding Each Pay Period: USD

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Declaration: Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct and complete.

To review the IRS Form W-4 and Instructions, click here: [IRS Website: W-4](#)

7. The **Save and Continue to Next Step** button will now be activated. Select **Save and Continue to Next Step**.



Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Declaration: Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct and complete.

To review the IRS Form W-4 and Instructions, click here: [IRS Website: W-4](#)

NOTE: To cancel changes, select the **Cancel** button, which will reset the form to the original entries prior to making changes.

8. The **Update W-2 Election** page is next in the entry process, which allows for choosing to receive W-2 forms electronically or on paper. Simply choose the button depending on preference of receiving the W-2 form electronically or via paper.

Update W-2 Election

PASSHE employees have the option to view and print their W-2 form via the Self-Service Portal. If you wish to receive an electronic form and wish to receive future W-2 statements via a mailed paper W-2 form, click the "Receive

If you elect the electronic option, you will not receive a paper copy of your W-2 via the U.S. Mail.

NOTE 1: If the button ***I wish to receive My W-2 Form Electronically*** is selected, the following disclosure notice will appear. Place a checkmark in the box indicating you have read the notice and agree to receive the W-2 in electronic format. Next, select; ***Continue with Electronic Enrollment.***

Electronic Form W-2 Disclosure Notice

Internal Revenue Service (IRS) regulations require PASSHE to obtain your consent before delivering your W-2 only on-line and not mailing you a paper W-2. The Disclosure Notice below explains in detail what it means to consent ("I accept") to electronic-only delivery. Please contact your university's HR/Payroll department if you have any questions.

1. If you do not consent to electronic-only delivery of your W-2, PASSHE will send you a paper form via U.S. mail.
2. If you do consent to electronic-only delivery of your W-2, PASSHE will not mail you a paper W-2. You will need to use the Employee Self-Service (ESS) web site to view, print and, if you wish, save a copy of your W-2.
3. The hardware and software required to access your electronic W-2 includes a computer with an Internet connection and a web browser. An ESS username and password are required.
4. Your electronic W-2 will be available on Employee Self-Service for at least 5 years after its posting date.
5. Your consent is effective for W-2s issued for the current calendar year until (a) you withdraw your consent or (b) you are no longer employed by PASSHE (faculty and staff).
6. If you have consented to electronic-only delivery of your W-2, you may change your mind and withdraw consent at any time by either using the ESS tool during the enrollment period or, after the enrollment period, submitting a "Withdrawal of Consent to Electronic W-2" form to your HR/Payroll Office. This form can be obtained at your payroll office.
7. Withdrawal of consent will be effective on the date received by HR/Payroll will be confirmed in writing or by email. If consent is withdrawn, it will only be effective for W-2s not yet issued.
8. When you leave PASSHE (terminate employment) you will no longer have access to electronic W-2s. If you consent to electronic-only delivery of your W-2 but leave PASSHE before the electronic W-2 is available, you will receive a paper copy via U.S. mail.
9. You should be aware you may be required to attach a printed copy of your W-2 to your annual tax return documents, even when you only receive an electronic version from PASSHE.
10. Even if you have consented to electronic-only delivery of your W-2, you may still receive a paper copy of the W-2 by contacting your HR/Payroll department. Request for a paper copy does not withdraw your consent for electronic-only delivery.
Copies of W-2s for years not available via electronic W-2s (calendar year 2012 or earlier) may be requested from the HR/Payroll department.

I have read the above notice and agree to receive my W-2 form only in electronic format.

The following confirmation message will appear. Select **Continue to Next Step**.

Your W-2 election has been saved. You will receive your W-2 form in electronic format via the Self-Service Portal.

NOTE: 2: If the button **I wish to receive My W-2 in Paper Form** is selected, the following confirmation message will appear. Select **Continue to Next Step**.

Your W-2 election has been saved. You will receive your W-2 form in paper format via the U.S. mail.

NOTE 3: If no election is made on this screen, the default option is to receive the W-2 in paper form.

9. The **Emergency Contact Information** page is next in the entry process. To proceed with setting up an emergency contact, select **Add an Emergency Contact**. (NOTE: To skip this step, select **Skip This Step**).

Life and Work Events -- My First Days

Emergency Contact Information

On this screen you will have the ability to enter information for your designated contact person in the case of an emergency. If you do not have an emergency contact, click the "Add an Emergency Contact" button and enter the information about your contact. Once you have entered all required information, click the "Save Changes" button to save your contact's information. If you need to update your contact's information, click the "Change Emergency Contact Information" button, make any necessary changes and click the "Save Changes" button.

Stored Emergency Contact Data

Name:	<input type="text"/>		
Country:	<input type="text" value="United States"/>		
Street:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text" value="Pennsylvania"/>	Postal Code:	<input type="text"/>
Home Phone:	<input type="text"/>	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Unlisted Number
Mobile Phone:	<input type="text"/>	<input type="checkbox"/>	
Work Phone:	<input type="text"/> ext. <input type="text"/>	<input type="checkbox"/>	

10. If adding an emergency contact, completing all fields designated with a red asterisk (*) is required. Once data entry is complete, select **Save Changes**.

Stored Emergency Contact Data

Name: * Jimmy Rhoads
Country: United States
Street: 1 Front Street
City: Harrisburg
State: Pennsylvania Postal Code: 17102

Please enter all numbers in the format 123-456-7890

Home Phone: 717-234-1234
Mobile Phone:
Work Phone: ext.
Primary Contact
Unlisted Number

Cancel Changes Save Changes

11. A confirmation message will appear stating that the contact information has been saved successfully. Select **Continue to the Next Step**.

Your emergency contact information has been saved successfully.

Change Emergency Contact Information Continue to the Next Step

12. The **Educational Background** page is next in the entry process. To proceed with setting up **Educational Background**, select **Add New Educational Institution**. (NOTE: If no changes/additions are desired, select **Continue to Next Step**).

Life and Work Events -- My First Days
Educational Background

This page will allow you to store a history of your educational background.

- You can add new entries by clicking the "Add New Educational Institution" button.
- If educational information already exists, you can view the record by selecting a row from the "Saved Educational Institutions" table.
- You can edit existing records by selecting the row and clicking on the "Edit Educational Institution" button. Then you can edit the necessary information.

Add New Educational Institution Continue to Next Step

13. The following **Educational Information** screen will appear. Complete all of the required information as indicated by the red asterisk (*) and then select on **Save Educational Institution**. To cancel data entry, select **Cancel Changes**.

Educational Information – Please complete all fields marked with an *

Country: *

State: *

Educational Est.: *

Institution: *

Degree: * Graduation Year: *

Degree Description: *

Branch of Study: *

Program of Study:

Additional Information:

14. If saved successfully, the following message will appear within the **Educational Background** page. Repeat this process if adding more educational background is desired. If finished, select **Continue to Next Step**.

Stored Educational Institutions

EP	Educational Est.	Institution	Degree	Year	Program of Study
	Post-Secondary	Indiana University of Pennsylvania	Bachelor Degree	2000	Agricultural Business Technology

Select a row from the table above to view details about the education record.

Your new educational institution has been saved to the system.

NOTE: If there is a pre-existing *Educational Background* entry on record, a screen similar to the one below will display. There will be a **Stored Educational Institutions** section with a list of previously entered educational background information.

Home Employee Self-Service Financial Aid Office

Overview | Personal Information | Benefits | Leave & Time | Payroll | My First Days | Help Documents

My First Days | History | Back | Forward

Life and Work Events -- My First Days

Educational Background

This page will allow you to store a history of your educational background.

- You can add new entries by clicking the "Add New Educational Institution" button.
- If educational information already exists, you can view the record by selecting a row from the "Saved Educational Institutions" table.
- You can edit existing records by selecting the row and clicking on the "Edit Educational Institution" button. Then you can edit the necessary information.

Stored Educational Institutions				
Educational Est.	Institution	Degree	Year	Program of Study
Post-Secondary	Indiana University of Pennsylvania	Bachelor Degree	2000	Architecture

Select a row from the table above to view details about the education record.

Add New Educational Institution | Continue to Next Step

NOTE (cont.): To see details of **Stored Educational Institutions**, select the desired row. The screen will expand as shown below. To make changes, select **Edit Educational Institution** and make the desired change(s).

Home Employee Self-Service Financial Aid Office

Overview | Personal Information | Benefits | Leave & Time | Payroll | My First Days | Help Documents

My First Days | History | Back | Forward

Life and Work Events -- My First Days

Educational Background

This page will allow you to store a history of your educational background.

- You can add new entries by clicking the "Add New Educational Institution" button.
- If educational information already exists, you can view the record by selecting a row from the "Saved Educational Institutions" table.
- You can edit existing records by selecting the row and clicking on the "Edit Educational Institution" button. Then you can edit the necessary information.

Stored Educational Institutions				
Educational Est.	Institution	Degree	Year	Program of Study
Post-Secondary	Indiana University of Pennsylvania	Bachelor Degree	2000	Architecture

Select a row from the table above to view details about the education record.

Educational Information -- Please complete all fields marked with an *

Country: * United States

State: * Pennsylvania

Educational Est.: * Post-Secondary

Institution: * Indiana University of Pennsylvania

Degree: * Bachelor Degree Graduation Year: * 2000

Degree Description: * Bachelor of Science (BS)

Branch of Study: * Architecture And Related Services

Program of Study: * Architecture

Additional Information: * Test QP1

Click to edit.

Add New Educational Institution | Edit Educational Institution | Continue to Next Step

NOTE (cont.): Once edits are complete, select **Save Educational Institution**.

My First Days | History | Back | Forward

Life and Work Events -- My First Days
Educational Background

This page will allow you to store a history of your educational background.

- You can add new entries by clicking the "Add New Educational Institution" button.
- If educational information already exists, you can view the record by selecting a row from the "Saved Educational Institutions" table.
- You can edit existing records by selecting the row and clicking on the "Edit Educational Institution" button. Then you can edit the necessary information.

Ed	Inst	Degree	Year	Program of Study
Post-Secondary	Indiana University of Pennsylvania	Bachelor Degree	2000	Architecture

Select a row from the table above to view details about the education record.

Educational Information -- Please complete all fields marked with an *

Country: * United States
 State: * Pennsylvania
 Educational Est.: * Post-Secondary
 Institution: * Indiana University of Pennsylvania
 Degree: * Bachelor Degree
 Graduation Year: * 2000
 Degree Description: * Bachelor of Science (BS)
 Branch of Study: * Architecture And Related Services
 Program of Study: * Architecture
 Additional Information: * Test QP1

Click here. **Save Educational Institution** Cancel Changes

NOTE (cont.): If the degree has already been verified on an employee’s personnel education record, the **Edit Educational Institution** button becomes deactivated. A message will appear indicating any desired changes must be made by the HR department.

Home | **Employee Self-Service** | Financial Aid Office

Overview | Personal Information | Benefits | Leave & Time | Payroll | **My First Days** | Help Documents

My First Days | History | Back | Forward

Ed	Inst	Degree	Year	Program of Study
Post-Secondary	Indiana University of Pennsylvania	Bachelor Degree	2000	Spanish Language Teacher Education

Select a row from the table above to view details about the education record.

Educational Information -- Please complete all fields marked with an *

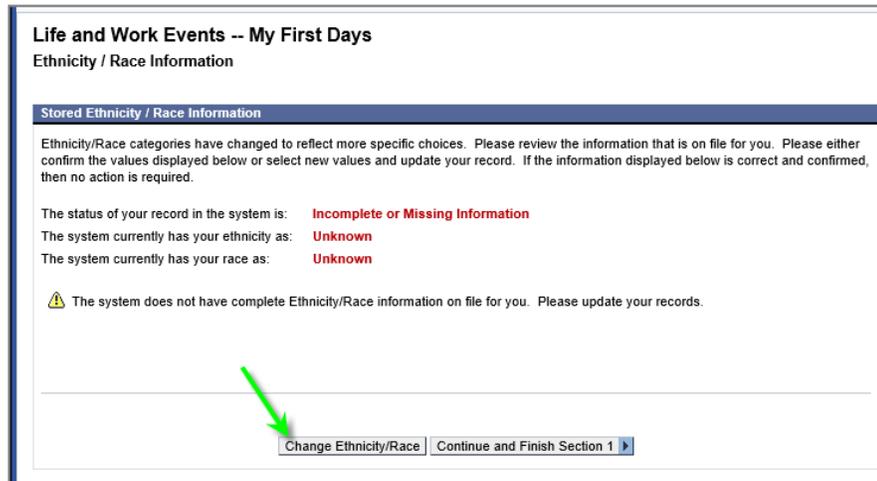
Country: * United States
 State: * Pennsylvania
 Educational Est.: * Post-Secondary
 Institution: * Indiana University of Pennsylvania
 Degree: * Bachelor Degree
 Graduation Year: * 2000
 Degree Description: * Bachelor of Science (BS)
 Branch of Study: * Education
 Program of Study: * Spanish Language Teacher Education
 Additional Information: * TEST QP1

This record has been marked as verified on your personnel record. Changes must be made by your HR department.

Deactivated button **Indicates degree verified**

Add New Educational Institution **Edit Educational Institution** Continue to Next Step

15. The **Ethnicity/Race Information** page is next in the entry process. To proceed with setting up ethnicity/race information, select **Change Ethnicity/Race**. (NOTE: If no changes/additions are desired, select **Continue and Finish Section 1** to skip **Ethnicity/Race Information**. Users will be taken back to the *My First Days* overview screen).



Life and Work Events -- My First Days
Ethnicity / Race Information

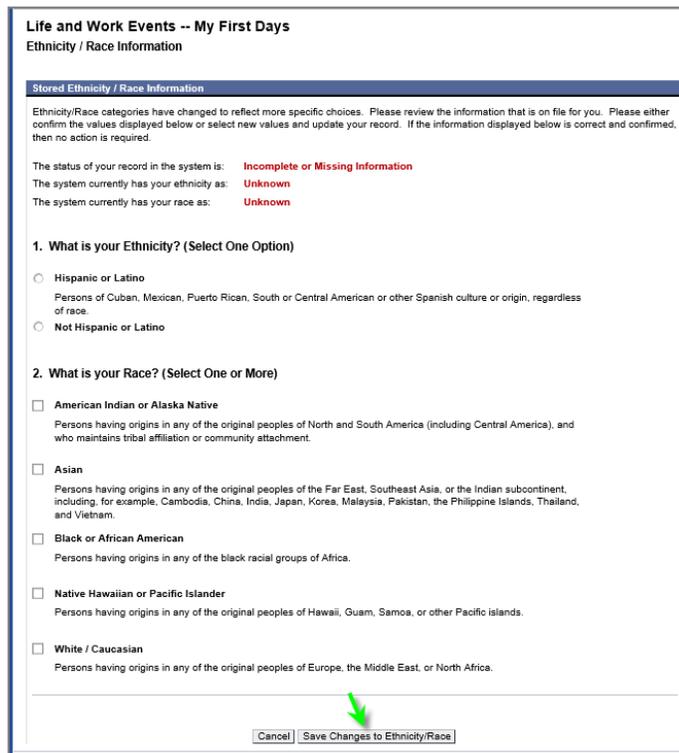
Stored Ethnicity / Race Information

Ethnicity/Race categories have changed to reflect more specific choices. Please review the information that is on file for you. Please either confirm the values displayed below or select new values and update your record. If the information displayed below is correct and confirmed, then no action is required.

The status of your record in the system is: **Incomplete or Missing Information**
The system currently has your ethnicity as: **Unknown**
The system currently has your race as: **Unknown**

 The system does not have complete Ethnicity/Race information on file for you. Please update your records.

16. Complete the information as appropriate and select **Save Changes to Ethnicity/Race** to continue. (NOTE: If changes are not desired, click **Cancel**).



Life and Work Events -- My First Days
Ethnicity / Race Information

Stored Ethnicity / Race Information

Ethnicity/Race categories have changed to reflect more specific choices. Please review the information that is on file for you. Please either confirm the values displayed below or select new values and update your record. If the information displayed below is correct and confirmed, then no action is required.

The status of your record in the system is: **Incomplete or Missing Information**
The system currently has your ethnicity as: **Unknown**
The system currently has your race as: **Unknown**

1. What is your Ethnicity? (Select One Option)

Hispanic or Latino
Persons of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

Not Hispanic or Latino

2. What is your Race? (Select One or More)

American Indian or Alaska Native
Persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian
Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American
Persons having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander
Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

White / Caucasian
Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

17. The following screen will appear as confirmation that the ***Ethnicity/Race Information*** has been updated. Click ***Continue and Finish Section 1***.

Stored Ethnicity / Race Information

Ethnicity/Race categories have changed to reflect more specific choices. Please review the information that is on file for you. Please either confirm the values displayed below or select new values and update your record. If the information displayed below is correct and confirmed, then no action is required.

The status of your record in the system is: **Confirmed By Employee**

The system currently has your ethnicity as: **Not Hispanic or Latino**

The system currently has your race as: **White/Caucasian**

Thank you for updating your Ethnicity/Race information.

NOTE: If Ethnicity/Race data already exists on file, the following screen will appear instead to indicate the data on file has not been confirmed by the employee.

Stored Ethnicity / Race Information

Ethnicity/Race categories have changed to reflect more specific choices. Please review the information that is on file for you. Please either confirm the values displayed below or select new values and update your record. If the information displayed below is correct and confirmed, then no action is required.

The status of your record in the system is: **Not Confirmed By Employee**

The system currently has your ethnicity as: **Hispanic or Latino**

The system currently has your race as: **None**

If changes are needed, select the button; ***Change Ethnicity/Race*** and follow step 15 above.

If changes are not needed, select the button; **Confirm Ethnicity/Race**. The following confirmation message will appear. Select the button; **Continue to Next Step**.

The status of your record in the system is: **Confirmed By Employee**

The system currently has your ethnicity as: **Hispanic or Latino**

The system currently has your race as: **None**

Thank you for confirming your Ethnicity/Race Information.

18. Employees will be taken to the **My First Days** start page, and the following message will appear confirming their entries have been saved.

A confirmation email of the employee's changes will be sent to the email address displayed. It is important that this email confirmation be retained for employee records.

Home | Account Alerts | Employee Self-Service | eTime | SAS Internal Tools | Grievance Processing | Org

Overview | Overview | Personal Information | Personal Information | Benefits | Leave & Time | Payroll | Payroll

Life and Work Events -- My First Days

Please review the list of required information before proceeding with this application. You will need all information outlined in the checklist.

Section 1 - Payroll and Personal Information

- Item 1: Bank Account - Direct Deposit
- Item 2: W-4 Information
- Item 3: W-2 Election
- Item 4: Emergency Contact
- Item 5: Educational Background
- Item 6: Ethnicity / Race Information

Section 2 - Medical and Insurance

- Item 1: Family Member / Dependent
- Item 2: External Organization
- Item 3: Medical Benefit Plan
- Item 4: Basic Group Life, LTD
- Item 5: Flexible Spending Account

Thank you for completing section 1. You may proceed with another section, if necessary, or exit the application.

A confirmation email has been sent to [redacted]@PASSHE.EDU

19. Access to **Section 1** will be active for 30 days from the first date of employment. After 30 days, access will be closed.