

EMPLOYEE SELF-SERVICE

CHECKLIST

TASKS EVERY EMPLOYEE CAN COMPLETE.

- 1. Access the **Employee Launchpad (SuccessFactors)** from the [OneCampus Portal](#) and review and edit **My Profile** in SuccessFactors.
 - a. Use the pencil icon to edit education, contact information and more.
 - b. Under the **Payroll** section, click **BSI Tax Profile Factory - Employee** to review or change tax withholdings
 - c. Under the **Payroll** section, click **Bank ESS** to add or edit direct deposit bank details

- 2. Within the SuccessFactors Home Page, use the **ADP W-2 Services document** in the **View Company Documents** Quick Action tile to learn how to access ADP for your W-2.
 - a. Under Organizational Updates (Additional Information), use the **Benefits Enrollment** tile to access benefit links that provide instructions when a change in family status may require a benefit change.

- 3. Within the [OneCampus Portal](#) access BenefitFocus, retirement programs, and Health Savings Account to review and update beneficiaries, when applicable.