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 tile under Organizational Updates 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.

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