# IMPORTANT PAYROLL INFORMATION

## Welcome to Clemson University!

Clemson University uses several functions with-in Employee Self Service (ESS) to input, maintain and access payroll information. Please use the information below to learn how to access ESS (as long as you are an active employee or faculty member), set-up and maintain your Direct Deposit account(s), make changes to your W-4 Tax Withholding Certificate, view your on-line paystub, sign-up for an electronic W-2, as well as view your W-2 year end statement.

### Accessing Employee Self Service (ESS)
As an active Clemson University employee or faculty member, you will use your primary username (ex. mousem) to access ESS. Go to the Human Resources home page (www.clemson.edu/employment/) and choose HR Self Service from the list on the right in the orange section, logging in with your primary **username and password**.

### Password and Primary Username FYI's
Your initial password is the last five digits of your SSN, (if student, try using your current password) which is a temporary password. You are only able to use this password 5 times before being locked out of the system. Should you have more than one username, you can find your primary username at whoami.clemson.edu. Please utilize the Change Password Utility at https://login.clemson.edu/changepass.php to create a new password before your 5 grace log-ins run out. For username and password issues, please contact the IT Helpdesk at ithelp@clemson.edu or 864-656-3494.

### Setting Up Direct Deposit (*Required*)
All employees and faculty members are required to have 100% of their net pay directly deposited into a bank account. As a new employee or faculty member, you are responsible for entering your correct bank account information into the HR database via ESS. *Direct deposit for newly hired employees and faculty should be established within 10 days of your start date.* You can split your net pay in up to five (5) distributions. The distributions can be a mix of multiple financial institutions, as well as multiple checking and/or savings accounts. If you choose to use multiple bank accounts for direct deposit, the sum of the percentages of all accounts must equal 100%. If a mix of percentages and amounts is used with multiple bank accounts, the account with the lowest priority (highest Deposit Order) must have a deposit Type of "Balance".

The policy and step-by-step instructions on how to access ESS to input direct deposit information can be found at http://www.clemson.edu/humanres/compensation/direct_deposit.html.

### Changing Your Default W-4 Tax Withholding Certificate
On your hire date, the system defaults your W-4 Tax Withholding Certificate to a marital status of **Single** with **0** exemptions. After your hire date, if you need to change the default, click here to access the W-4 panel in ESS, logging in with your **username and password.** Please remember, you can only make the change on the W-4 panel **after** your hire date.

If your tax situation requires a paper W-4 form, please click on this IRS W-4 link to complete the fillable PDF form, print, sign and return to Payroll in the Administrative Services Building. The state of South Carolina does not have a separate form. If you need to make a change applicable only to withholding for the state of South Carolina, please submit the IRS W-4 form indicating "South Carolina Only" in the margin.

### On-line Paystub
Clemson University utilizes an on-line paystub as the method to report your earnings each payday. In the event you are no longer active, the system will generate a paper paystub, which will be sent to your home address listed in the HR database (not the address in SIS for students). Click here to access your on-line paystub, logging in with your **username and password**.

### On-line W-2
Active employees and faculty members have the option to review their W-2's online, rather than having a hard copy W-2 printed and mailed. Once you have been paid, the system recognizes the fact you will have a W-2 in the current year and will allow you to sign-up for the on-line W-2. Any time after your first payday, to sign-up for an electronic W-2, click here for W-2/W-2c Consent, logging in with your **username and password**. In January, you will receive a communication when the on-line W-2 (for prior year) is available. To view your prior year W-2 on-line, click here. For additional W-2 information, click here.