Entering and Maintaining your Personal Information in Campus Connection

As an employee it is critical you enter personal information including your address, phone number, email address, campus address and emergency contact. Any time you have a change to this information it is also important to keep it up to date in Self Service found within Campus Connection.

It is easy to keep this information current by completing the following steps:
1) **Log on to Campus Connection**
2) From the top menu bar, select Main Menu > Self Service
3) Select ‘Personal Information’ and click on the following links:

**ADDRESSES**
Add or edit the Address Information listed for each Address Type, employees should maintain their ‘Home’ and ‘Mail’ addresses based on the following rules:
- HOME: Your current place of residence
- MAILING: Address at which you wish to receive mail from the University - this is the address where your W2 tax reporting forms and benefit/vendor mailings are sent

**EMPLOYEE CAMPUS ADDRESS**
Enter your campus address information by selecting values from the dropdown boxes, the mailstop selected will be used to route your interoffice mail

**PHONE NUMBERS**
Add or edit the telephone numbers listed for each Phone Type, employees should maintain their ‘Home’, ‘Mobile’ and ‘Campus’ phone numbers based on the following rules:
- HOME: Phone number at your place of residence
- MOBILE: Your mobile cellular phone number
- CAMPUS: Phone number for your DePaul office

**EMAIL ADDRESSES**
Add or edit the email addresses listed for each Email Type, employees should maintain their ‘Home’ and ‘Campus’ email addresses based on the following rules:
- HOME: Your personal email address
- CAMPUS: Your DePaul email address – this will be your @depaul.edu account, it is recommended you select this as your preferred email address

**DPU Alert**
Add or edit the email address, phone number and SMS Text Messaging Number that you would like to receive notifications in case of a major life-threatening situation on campus

**EMERGENCY CONTACTS**
Add or edit the contact information to use in emergency situations involving your health and well-being, employees should maintain one primary emergency contact and at least one secondary emergency contact

For questions, or for updates to name or other demographic information not mentioned above, please email DemographicsHelp@depaul.edu or call HR Central at 312-362-7505.
Direct Deposit is the preferred method for receiving pay. Direct deposit is more secure than postal delivery and allows for more timely access to your pay because funds are available immediately on payday. You may choose to have as many as four accounts into which your net pay is deposited.

The CashPay Card is another available option for receiving your pay electronically. The CashPay Card, a type of Visa debit card, allows employees to access pay through purchases and ATM withdrawals. For more information about CashPay, please contact the Treasurer’s Office at 312-362-8848.

If you do not elect to use direct deposit or the CashPay Card, your check will be mailed on payday to the Home Address listed in your Demographic Portfolio within Campus Connection, and is subject to postal delivery delay.

Complete the following steps to enter or change your direct deposit information after your start date:

1) **Log on to Campus Connection**
2) **Select Self Service> Payroll and Compensation> Direct Deposit**

Note: For security reasons, you will be required to enter the last four digits of your social security number.

### INITIAL SETUP/ADD AN ACCOUNT

- **Select Add Account**
- **Choose the Account Type – Checking or Savings**
- **Choose the Deposit Type – Amount or Percent**
- **Enter the Amount or Percent**
  - For Amount, enter the maximum dollar amount of your net pay to be deposited into this account
  - For Percent, enter the percent of your net pay that you want to be deposited into this account
  - It is possible to have a combination of Amount and Percent set up between multiple accounts
- **Enter the Bank Routing Number – the first nine digits on the bottom of a personal check provided by your banking institution**
- **Enter your Bank Account Number – the second set of numbers at the bottom of a personal check**
  - This does not include the check number, nor does it include a debit card number
- **Enter the deposit order (between 1 and 4) – this distinguishes the priority for the funds to be distributed between multiple direct deposit accounts**
- **Click Save. You will receive a Payroll Information Changed email confirming that updates were made to your Direct Deposit information.**
- **Once saved, a Balance Account entry will be added automatically. The Balance Account is used for the remainder of your net pay, if any, after the designated amounts and/or percentages have been deposited.**
- **If necessary, repeat the steps listed above to add an additional account(s)**

### EDIT AN ACCOUNT

- **Select Change next to the Account**
- **Update the Bank Information and Distribution Instructions as detailed above**
- **If editing the Distribution for an account with Percent deposit type, ensure that the total distribution never exceeds 100%**
  - If an account is already set up at 100% and you choose to add another account, you must first reduce the Percent on the existing account so that the total does not exceed 100%
- **Click Save. You will receive a Payroll Information Changed email confirming that updates were made to your Direct Deposit information.**
- **When editing accounts, ensure the information displayed for the Balance Account entry is valid**

To be included in the next regular payroll, your direct deposit information must be entered by the Monday prior to the check date. Please contact Payroll Services at 312-362-8692 or payroll@depaul.edu with any questions.
Employee tax withholding information is easily accessible in the Employee Self Service section within Campus Connection. You can file a new Form W-4 any time your tax situation changes by navigating to the W-4 Tax Information page. For specific details regarding allowances from withholdings, please refer to the state and federal instructions available at www.irs.gov and www.tax.illinois.gov.

If you are performing service in a state other than Illinois or reside in a reciprocal state (Iowa, Kentucky, Michigan, or Wisconsin), please contact the Payroll Department to complete the appropriate state withholding form(s).

All employees who are not U.S. citizens or permanent resident aliens should schedule an appointment with a Payroll representative to complete the appropriate tax documents. Payroll Services can be contacted at 312-362-8692 or payroll@depaul.edu.

Complete the following steps to enter or change your W-4 or W-2 Consent information after your start date:

1) Log on to Campus Connection
2) Select Self Service> Payroll and Compensation
   Note: For security reasons, you will be required to enter the last four digits of your social security number

FEDERAL W-4 TAX INFORMATION
- Enter the total number of allowances you are claiming
- Enter the additional amount, if any, you want withheld from each paycheck
- Indicate your marital status
- Check the first box if you are married but selected the single status for withholdings at the single rate
- Check the second box if your last name differs from that shown on your social security card – in this case you must call 1-800-772-1213 for a new social security card
- Click Submit

ILLINOIS W-4 TAX INFORMATION
- Enter the total number of basic allowances you are claiming
- Enter the total number of additional allowances you are claiming
- Enter any additional amount you want withheld from each paycheck
- Click Submit

W-2/W-2c CONSENT FORM
By consenting to receive electronic forms W-2 and W-2c, employees can elect to not receive paper forms in the mail. Visit the W-2/W-2c Consent Form for more information.

Note: The W-2/W-2c Consent Form will not become available via Self Service until you receive your first paycheck.

Please contact Payroll Services at 312-362-8692 or payroll@depaul.edu with any questions.