

Employee Self Service

All NDSU faculty, staff, temporary and student employees have access to Employee Self Service in the Oracle/PeopleSoft Human Resource Management System (HRMS).

Employees will get a user ID (a variation of *firstname.lastname*) emailed to them after enrolling as a student or being hired as an employee, whichever is first. If you misplace your user ID and/or password information, you will need to contact the NDUS Help Desk at 866-457-6387 to have it reset. Student employees' user ID and password is the same for HRMS as it is for Campus Connection.

Access to log into HRMS is at: <https://admsys.ndus.edu/psp/hehp/?cmd=login>

Employee Self Service is located in HRMS on the Main Menu under the title 'ND HE Self Service'. This functionality will give employees access to three areas:

- **Personal Information**
- **Payroll and Compensation**
- **Benefits**

Personal Information:

This section allows employees to view and/or change their home and mailing addresses, phone numbers, emergency contacts, email addresses, marital status and ethnic group(s). It also allows employees to view and/or change their data privacy status.

Payroll and Compensation:

This section allows employees to view and/or print current and past paychecks, view and/or change direct deposit and W-4 tax information and view voluntary deductions they have elected. It also allows employees to view W-2 tax information from 2005 up to the most recently issued W-2 or request a reprint of a W-2.

Benefits:

This section allows employees to view the benefits they have enrolled in and the amount of coverage they have elected for those benefits. Employees cannot make changes to this benefit information, it is view-only. However, employees may request that information be sent to them to make certain changes. This section also contains links to vendor websites and plan documents.

**Please contact the HR/Payroll Office at 701-231-8961 or at ndsu.hr@ndsu.edu with questions.*