



Human Resources

ONEPURDUE EMPLOYEE SELF-SERVICE

Welcome to Indiana University Purdue University Fort Wayne!

OnePurdue, enables you to manage your personal information that is on record with the University. The Employee Self-Service (ESS) feature of OnePurdue will allow you to either view, enter or update the following information:

- **Salary statement:** *View your biweekly or monthly salary statement.*
- **Educational background:** *Lists your diploma, earned degrees, and schools.*
- **Home address and phone number**
- **Phone book preference:** *Allows you to indicate whether you want your home address and phone number included in the Purdue phone book*
- **Bank information:** *Enables you to record up to three accounts to receive money paid to you by Purdue*
- **Self-identification information:** *Enables you to correct data related to your ethnicity, your race, and your disability, military, and veteran status*
- **Your Benefits:** *Allows you to manage your Purdue benefits.*
- **Leave Requests:** *Exempt employees can submit their vacation, sick, personal business or jury duty requests online*
- **W-2 Tax form:** *Allows you to access to previous years W-2 forms*
- **Employment Verification:** *Allows you to create your Salary Key for employment and/or income verification through Purdue and the Work Number.*
- **W-4/WH-4 Forms:** *Complete and print your W-4/WH-4 tax forms here*

You can access ESS when you log into OnePurdue by using your Purdue Career Account alias accompanied by a **password** which you can obtain by contacting the I.T. Services HELPDESK at 481-6030.

The OnePurdue portal can be found at: <http://www.purdue.edu/onepurdue/>. It can also be accessed through <https://my.IPFW.edu> with your IPFW login and password. Select Employee tab and Login to OnePurdue ESS under OnePurdue Resources.

Follow the link below to learn more about ESS and to access all of its quick-reference cards: <http://www.purdue.edu/onepurdue/training/QRCs/hress.shtml>

If you have further questions, you may contact: Karen Forbess@ X-16096/ forbess@ipfw.edu