



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:

- **Your salary statement:** *View your salary statement and your paid time off information.*
- **Your educational background:** *Lists your diploma, earned degrees, and schools*
- **Your home address and phone number**
- **Your phone book preferences:** *Allows you to indicate whether you want your home address and phone number included in the Purdue phone book*
- **Your bank information:** *Enables you to record up to three accounts to receive money paid to you by Purdue*
- **Your self-identification information:** *Enables you to correct data related to your ethnicity, your race, and your disability, military, and veteran status*
- **W-2 Tax form:** *Requesting access to previous years W-2 forms*
- **Employment Verification:** *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.S. HELPDESK @ 481-6030.

The OnePurdue portal can be found at: <http://www.purdue.edu/onepurdue/>.

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