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/](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](http://www.purdue.edu/onepurdue/training/QRCs/hress.shtml)

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