Quick-Start Guide to Employee Self-Service:

Web Browser & Software Recommendations:

We recommend using either **Internet Explorer** or **Mozilla Firefox** when using Employee Self-Service. Also, **Adobe Acrobat Reader** is required to view your W-2 forms and Payslips. If you encounter difficulties with this or any other software, please contact help@dartmouth.edu or 603-646-2999 for assistance.

Log-in to Employee Self-Service:

Enter URL: employee.dartmouth.edu   and click on "Employee Self-Service" icon

- In addition to your NetID and password, you will be asked to answer a personal security question to access this site. It may take a few additional moments each time you log in to a new machine. **Note:** The system will lock after 3 attempts at answering the security question. If you need assistance, please contact the Help Desk via email.
- From the Main Menu, **select** ⊞ 🗀 Dartmouth Employee Self-Service **or** ⊞ 🗀 Dartmouth Student Self-Service to reveal your options.

Log-out and keep your data secure:

Employee Self-Service contains your **confidential information**. To **protect your identity**, you must take care to log-out properly. Once you are done using the system, be sure to **use this log-out process**:

1. **Click Logout** (found in Top Right corner of the screen) *AND*
2. **Exit your web browser** to preserve the security of our network and your data.

Go Paperless:

With current and historical access to employee payslips and annual W-2 tax forms, **employees are strongly encouraged to 'Go Paperless.'** You will no longer receive paper copies of these documents, instead choosing to access the information via the internet 24/7. Employees will receive an email when their payslip is available online. **To select this sustainable option, follow these instructions:**

1. From the main menu, **select "Go Paperless".** 📄 Go Paperless
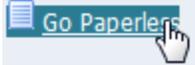
2. In the "Go Paperless" Screen, you will need to **actively update each of the document types** that you no longer wish to receive in printed form. The annual Federal W-2 Tax form has two selections that must be updated, the W-2 and the W-2C (which is only issued if a correction is made). The Employee Payslip has one selection.

3. **Select one line at a time and click** Update .

4. **Select "No" in the Paper dropdown** field if you wish to select the paperless option. **Be sure that "Yes" is selected in the Online dropdown field.** Then click Apply .

5. **Repeat this process** for each document type that you no longer wish to receive in paper form.

6. Each Document Type you update will have the word "Updated" on the line when you return to the main screen. Once you've made all your changes, **click the** Next **button.**

Go Paperless

Self Service Preference for Person

Select Object: Update |

Select	Status	Document Type	Online	Paper
○	Updated	W-2C	Yes	No
○	Updated	W-2	Yes	No
●	Updated	Payslip	Yes	No

Cancel | Next

7. Click Submit on the Review screen to **complete the changes.**

Go Paperless: Review

Review your changes.
◯ Indicates Changed Items.

Extra Information Type

Self Service Preference for Person

	Current	Proposed
Document Type	W-2C	W-2C
Online	Yes	Yes
Paper	Yes	No ◯

	Current	Proposed
Document Type	Payslip	Payslip
Online	Yes	Yes
Paper	Yes	No ◯

	Current	Proposed
Document Type	W-2	W-2
Online	Yes	Yes
Paper	Yes	No ◯

8. You will then receive a confirmation message:

9. Click Home to return to the main menu.

Cancel | Back | Submit

✓ Confirmation

Your changes have been applied.

Home

General Navigation Tips:

To return to the Main Menu:
Once you are done making changes/updates within the subcategory, select Home Logout Preferences Help , located in the upper right corner of the screen.

To Print your Payslip or W-2:
If you need **to print your Payslip or W-2, click on the print icon** 🖨 and print as you normally would. **Any employees may also print their Payslip or W-2 in person at the Office of Human Resources, Monday through Friday between 8am and 4:30pm.** The office is located at 7 Lebanon Street, Suite #203, Hanover, NH.

To Save your Payslip or W-2:
If you need **to save your Payslip or W-2, click on the download icon** 📥 and save the pdf as you normally would. Remember, **this is a confidential form.** If you choose to save it, be sure to **save to a secure location.**

Additional Information:
Click on the ⓘ **icon.** A pop-up window with additional information will appear.

Tip
Total number of allowances you are claiming. Refer to the IRS Federal W-4 Form(PDF) for guidance.

OK

You will also find helpful tips in green font throughout the system. (Example below)

* Indicates required field
TIP Payments containing new bank account information will be paid by check until the bank account information is verified.
TIP One, and only one, account may be identified as the Preferred AP Account for expense reimbursements.
TIP Please refer to the Direct Deposit FAQ for additional information on how to complete this form.

Pop-up Blocker:

If your browser has enabled a pop-up blocker, you may have difficulty using all features in Employee Self-Service. **If prompted, add https://oa.dartmouth.edu to your allowed sites.** This should allow the features to function as needed.

To select an answer for an empty text field:

(Example below is from the page that follows when a user clicks [Update ✏] in the Direct Deposit page.)

When there is a list to select from, the **user will see a small flashlight icon:** 🔦 **Click on the icon.**

This will open a "Search and Select" pop-up window.

1. **Clear any text** from the far right search box (the one without a drop-down arrow), then **click** [Go].

2. You may now **choose your answer** from the options in the "Results" table.

3. Click [Select].

4. Your updated answer will now appear in the field on the sub-category page:

Technical Issues:

If you encounter difficulties with this or any other software, please contact help@dartmouth.edu or 603-646-2999 for assistance.

For additional assistance in using the Employee Self-Service system, please contact:

Dartmouth College Payroll Office
7 Lebanon Street, Suite #309, Hanover, NH 03755

Dartmouth.Payroll@dartmouth.edu • 603-646-2697 • www.dartmouth.edu/~control/payroll

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