

Quick Reference
Employee Self-Service

Category	Navigational Path	Description/Comments
Disability	Self Service Home Page > Personal Details > Disability	Use this page to indicate if you are disabled.
Emergency Contacts	Self Service Home Page > Personal Details > Emergency Contacts	Use this page to update your emergency contact, information, including adding new emergency contacts or changing who is your primary emergency contact.
Ethnic Groups	Self Service Home Page > Personal Details > Race & Ethnicity	Use this page to self identify or update your race or ethnicity.
Direct Deposit	Self Service Home Page > Payroll > Direct Deposit	Use this page to update your direct deposit information and have your paycheck directly deposited into your bank account.
Home and Mailing Address	Self Service Home Page > Update Name & Contact	Use this page to update your home and/or mailing address. All mailed correspondence from the university will be sent to your mailing address.
Marital Status	Self Service Home Page > Personal Details > Marital Status	This page is informational only and will only update the marital status or personal data.
Oklahoma State Tax	Self Service Home Page > Payroll > Tax Withholding	Use this page to add or update an additional withholding for state taxes.
OU Compensation Letters	Self Service Home Page > Payroll > View Compensation Letters	Use this page to view and/or print your Compensation Letter. This is only available to continuous benefits eligible employees.
Paycheck	Self Service Home Page > Payroll > Paychecks	Use this page to view and/or print your payroll earning statement.
Paycheck Modeler	Self Service Home Page > Payroll > Paycheck Modeler	Use this page to simulate different what-if scenarios on your paycheck. Changes made in the paycheck modeler are hypothetical changes and are not permanent.
Personal Information Summary	Self Service > Personal Information > Personal Details	This page lists your demographic data such as mailing address, marital status, ethnicity, emergency contacts, additional information, disability, and veteran status.
Phone Numbers	Self Service Home Page > Update Name & Contact	Use this page to update your campus, home, or main number. Please note, you may only select one phone type as preferred.
Veteran Status	Self Service Home Page > Personal Details > Veteran Status	Use this page to indicate if you are a veteran or disabled veteran.
View W-2/W-2c Forms	Self Service Home Page > Payroll > W-2/W-2c > View W-2/W-2c Forms	Use this page to view and/or print your W-2's for years back to 2011.
W-4 Tax Information	Self Service Home Page > Payroll > Tax Withholding	Use this page to update your marital status and/or allowances used by Payroll to calculate your federal and Oklahoma state taxes.
Wage Beneficiary Designation	Self Service Home Page > Payroll > Wage Beneficiary Designation	Use this page to update the person you want to be your wage beneficiary designation.