

*Log in to People Soft with usual College User ID and Password. **For employees new to the College's network**, your User ID = First letter of first name and up to seven letters of last name, and your Password = Social Security number (immediately followed by a prompt to change the password)

*To **view your payroll direct deposit statement online**, log in to **PeopleSoft** (using your usual College login and password) and go to **Self Service—Payroll—View Paycheck**

*To **view your bank account information online**, log in to **PeopleSoft** and go to **Self Service—Payroll—Direct Deposit**. From there, **you can opt out** of receiving a paper payroll direct deposit statement by clicking on:

Pay Statement Print Options—Do not send a paper payroll direct deposit pay statement to my campus box —**Save**

Don't forget to click Save!

*To **view or update your emergency contact Information online**, log in to **PeopleSoft** and go to **Self Service—Emergency Contact—Emergency Contacts**.