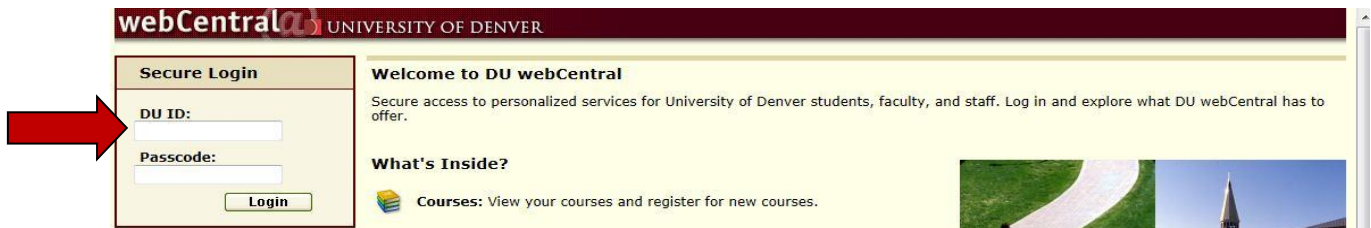


All new employees are required to complete the following action items in webCentral. This includes the confidentiality and patent agreement, emergency contact information, direct deposit, etc. Please follow the directions below to complete all required steps. Please contact Human Resources at x17420 with questions.

1. First go to *webCentral* <https://webcentral.du.edu/cp/home/displaylogin>:
2. Enter your *employee (DU ID) number* (87\_\_\_\_\_) and your *passcode* \_\_\_\_\_ (the six digits of your birthday (mmddyy)). The system will ask you to create a new passcode upon logging in. You will be required to change your passcode every six months.



3. Select the “Employee” tab and locate the “Employee Information” box.



4. **To complete** the Race/Ethnicity/Veteran’s Status, Confidentiality Agreement and Patent Agreement:
  - Click on “DU Employee Additional Online Action Items” and complete the information requested.
  - If you have questions about the *Race/Ethnicity/Veteran’s Status* information, please contact the Office of Diversity and Equal Opportunity at ex.1-7436
  - For questions about the *Confidentiality Statement*, contact Human Resources at ex. 1-7420
5. **To complete** the Critical Incident Notification and Emergency Contact Information:
  - *This is critical* - the contact information provided here will be used in case of emergency.
  - For question about *CINS*, contact Risk Management at ex.1-2354 or Campus Safety at ex.1-2139
  - For questions about *Emergency Contact* information, contact Human Resources at ex.1-7420

6. **To Sign** up for Paycheck Direct Deposit:
  - Click on “Paycheck Direct Deposit” and enter bank account information.
  - Note: The Direct Deposit form must be received 2 weeks before a scheduled payday. Direct deposit will then be effective after two bi-weekly cycles for non-exempt employees, and one monthly cycle for exempt employees.
  
7. **To access** my pay information through webCentral:
  - From the employee tab, click on “Pay Stub”.
  - Click “Display” to access and review all pay information.
  
8. **To sign** up for Accounts Payable Direct Deposit:
  - From the Employee tab, click on “Expense Reimbursement”.
  - Click “Insert New” button – complete bank account information requested.
  - Read the agreement information and click “Save” to complete the transaction.

