



## PioneerWeb New Employee Information and Action Items

All new employees are required to complete the following action items in PioneerWeb. 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 Shared Services at ex. 1-7420 with questions or at [sharedservices@du.edu](mailto:sharedservices@du.edu).

- 1 First go to *PioneerWeb* <https://pioneerweb.du.edu/>
- 2 Enter your *employee (DU ID) number* (87\_\_\_\_\_)
- 3 Your *passcode* \_\_\_\_ (the six digits of your birthday - mmddyy).  
The system will ask you to create a security question and new passcode upon logging in.  
Keep in mind you will be required to change your passcode every six months.



Secure Access Login

DU ID:

Password:

[Forgot your password?](#)

Warning: Always Log Out!

### Welcome to the University of Denver's PioneerWeb!

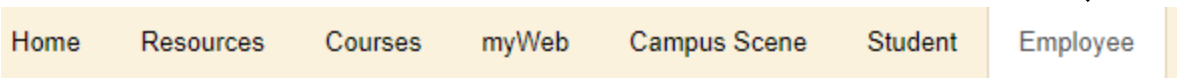
PioneerWeb is DU's secure portal for registration, grades, course links, personal information, transcripts, paystubs, administrative processes, and more. PioneerWeb is available to all University of Denver students, faculty, and staff.



#### Login, Security Question or Other Problems?

Read up on the latest [Known PioneerWeb Errors and Solutions](#).

- 4 Select the *Employee* tab and locate the "My Resources" box.



### My Resources

- PioneerTime  
*Firefox (PC) or Safari (Mac) preferred*
- My Person Profile
- Shared Services Training Video Library (PioneerTime, Payments, Procu
- PioneerTime Resources
- Employee Information
- Supervisor Resources
- Internal Career Opportunities
- Benefits Information
- Performance Management

5

6

7-10

5 - 10

Use the key on the back to accomplish action items 5-10 and note additional tasks that can be completed and resources that can be referenced in PioneerWeb.

**5. Clock in/clock out, enter your hours worked, or check leave balances in the Pioneer Time system:**

- Click on *Pioneer Time* (formerly Kronos)
- For additional information about Pioneer Time, visit the PioneerTime Resources folder

**6. Complete the My Person Profile**

- o Click on Personal Information
- o Review the "Personal Details" section
  - Legal Sex
  - Gender Identification
- o Scroll to review the "Additional Details" section
  - Ethnicity and Race
  - Disability Status
  - Veteran Classification

For questions about the Race/Ethnicity/Disability Status/Veterans Status information, contact the Office of Equal Opportunity and Title IX at ex. 1-7436.

**7. Sign up for Paycheck and Accounts Payable Direct Deposit:**

- Open Employee Information folder
- Click on *Paycheck Direct Deposit*, follow directions.
  - o The Direct Deposit form must be received before a scheduled payday. Direct deposit will then be effective immediately.
  - o Payroll also highly recommends signing up to print out your W-2
- Click on *Expense Reimbursement Direct Deposit*, follow directions.

**8. Complete the W-4 Tax Form and sign up for electronic delivery of the W-2:**

- Open Employee Information Folder
- Click on *Tax Forms*
- Click on *W4 Tax Exemptions or Allowances - View/Update*
- For electronic delivery of W-2s, click on *Tax Forms > Electronic W-2 Consent*

**9. 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 Critical Incident Notifications, contact Campus Safety at ex. 1-2139.
- For questions about Emergency Contact information, contact Shared Services at ex. 1-7420.

**10. Complete the Confidentiality and Patent Agreements:**

- Open Employee Information folder
- Click on Employee *Additional Online Action Items* and complete the information requested.
- Confidentiality Statement questions, contact the Employee Specialist at ex. 1-3502

**Other Resources in PioneerWeb:**

**Employee Tab, My Resources box:**

- ✓ Find detailed benefits information in the Benefits Information folder
  - Schedule an appointment with a Benefits Specialist

✓ **Employee Tab, Administrative Processes box:**

- Use the links in this box to initiate administrative processes