My.DU.Edu New Employee Information and Action Items

All new employees are required to complete the following action items at My.Du.Edu. 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. Pr
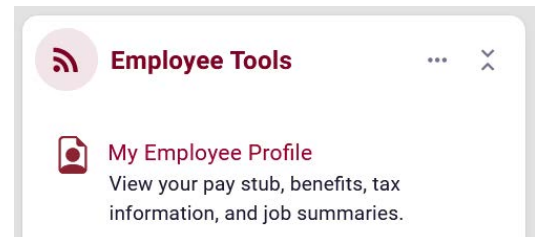
1   You will receive an activation link from the IT Department to the personal email address provided during your hiring process.

2   Activate your account by following the prompts in the email.

3   If you have any issues logging in, or you need the activation link to be resent, please contact the IT Department at Support@du.edu.

Complete the My Employee Person Profile

Click on My Profile to Edit;

- Legal Sex
- Gender Identification
- 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.

Employee Tools ⋯ ✕

My Employee Profile
View your pay stub, benefits, tax information, and job summaries.

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PioneerTime
Manage your time sheet.

Sign up for Paycheck and Accounts Payable Direct Deposit:

- Open U   -   loyee Profile
- Click on *Direct Deposit Information,* and follow directions.
- The Direct Deposit form must be received <u>before</u> a scheduled payday. Direct deposit will then be effective immediately.
- Payroll also highly recommends signing up to print out your W-2

Complete the W-4 Tax Form and sign up for electronic delivery of the W-2:
- Open My Employee Profile, then Employee Menu
- 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*

Complete the Critical Incident Notification and Emergency Contact Information:
- <u>This is critical</u> - 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.

Complete the Confidentiality and Patent Agreements:
- Open My Employee Profile, then Employee Menu
- Click on Employee *Additional Online Action Items* and complete the information requested.
- Confidentiality Statement questions, contact the Employee Specialist at ex. 1-3502