

WESTERN OREGON UNIVERSITY

Memorandum

To: New Employees

From: Judy Vanderburg
Director of Human Resources

Subject: **Web for Employee**

The Web for Employee is a secure way (the information is encrypted) for you to see your personal information and payroll data that is kept in the University's Human Resources Information System.

You can access information about your paycheck, payroll address, benefits and deductions, and W-4 at any time. You and only you will have access to your information.

How Do I Use It?

- Connect to the Internet.
- Go to the Human Resources home page (<http://www.wou.edu/hr>).
- Click on *Web for Employee*.
- Enter your ID number (your social security number without any dashes) and your Personal Identification Number (PIN). Initially, your PIN is your 6 digit birthdate in the format MMDDYY.
- Because the PIN has already been set to expire, the next screen will ask you for your old number (6 digit birthdate) and then a new 6 digit PIN (PIN may be numbers and/or letters and is case sensitive). You will be asked to enter the new PIN a second time.

What if I Forget My PIN?

If you forget your PIN, please contact our office at empweb@wou.edu or 503-838-8490 or come in person to Admin 206 (picture ID will be required).

What if I Don't Want Web for Employee?

If you do not wish to access WOU's Web for Employee, send an e-mail to empweb@wou.edu and we will disable your account. A confirmation e-mail will be sent that your account has been disabled.

What if I am Having Problems Using Web for Employee?

- You can e-mail us anytime at empweb@wou.edu.
- For assistance with logging on and/or questions regarding the information displayed, call Human Resources at 838-8490.
- For help on navigating once you are in Web for Employee, call Faye Whitenack at 838-8172.