The University’s web-based HR system now offers convenient new services for employees.

Introducing **Employee Self Service**, a secure way to accomplish many personal “HR” tasks online and at your convenience!

With **Employee Self Service**, you can:

- View and print your pay stubs (from current, back to 1999)
- Enroll/Change your direct deposit information.
- Update your home address
- Update your phone numbers
- Update your “emergency contact” information
- Review your benefits information, including dependents & beneficiaries
- Change your federal and state tax withholding
- View all your salary changes since 1999 (your “compensation history”)

To find **Employee Self Service**, go to the University’s administrative portal:

https://adminportal.acs.ncsu.edu/

- Log on using your Unity ID and password
- Click on the tab named “HR.”
- Select **Employee Self Service**

For more information on how to find or use **Employee Self Service**, go to

http://www7.acs.ncsu.edu/hr/hrsystem/selfserv.asp

For more information about your **unity id**, go to

http://www.ncsu.edu/it/essentials/your Unity account/loginid.html