Ceridian (Payroll) Self Service
Frequently Asked Questions

Q. What is employee self-service?
Holy Family University and Ceridian Payroll have partnered to offer the Holy Family community payroll only self-service. All benefit information is processed through the Human Resources Department.
Employee self-service products automate the paperwork processes used to add and change employee information. This information is accessed via the internet, which allows all employees access to their information online.

Q. What kind of security is used to protect employee data?
All employee data is secured behind a firewall as part of a Ceridian state-of-the-art security system.

Q. What information will I be able to view?
- You will be able to View and Print every earnings statement for every pay you have received since October 1997. The earnings statements for current pay will be available the day prior to pay day.
- Employee profile data, including hire date and supervisor
- Personal information – address and emergency contact
- Current W-4
- Direct Deposit information

Q. What types of changes will I be able to do with Self-Service?
- Update personal information
- Submit W-4 changes
- Change direct deposit information
- Change Emergency contact information

Q. Can I receive a paper check?
If you prefer to receive a paper check you may do so.

Q. If my pay is direct deposit, will I receive a paper pay stub?
No, you will not. You will be able to view your earnings statement through self-service.