



Holy Family

UNIVERSITY

Employee Self-Service Information

Ceridian Self-Service provides employees with online, anytime access to earnings statements. **Self-Service is available AFTER your first pay.**

How do I log into Self-Service?

1. To access Self-Service from any PC, connect at this Internet address:
 - Holyfamily.edu
 - Administration Tab
 - Human Resources
 - Ceridian Self Service

OR

<https://sss2.ceridian.com/holyfamily>

2. You will be prompted to enter your User Name and Password on the login page.
User Name: The first initial of your first name, your full last name and the last four digits of your social security number (example: John Smith- JSmith1234).
3. **First Login Password:** The last four digits of your social security number
4. Once you have successfully logged into Self-Service for the first time, you will be required to change your password.
 - **Password requirements**
 - Must be a minimum of 8 characters and a maximum of 20 characters
 - Must contain at least one digit (0-9)
 - Must contain at least one uppercase alphabetic character and one lowercase alphabetic character
 - Can contain the following special characters – exclamation marks, at signs, number signs, dollar signs, percentage signs, ampersands, asterisks, periods, hyphens and underscores.
 - Can't contain your first name, last name or user ID.

Password Changes

You will be prompted to change your password upon logging into Self- Service for the first time. You may also change your password at any time by clicking on the *Change Password* link on the home page.

Password

To change your password, enter the following information and click **Save**.

* You will be asked to change your password every 90 days.

Old Password

Enter your old password.

Old Password

New Password

Password must be at least 8 characters in length and contain at least one of each of the following character groups: English lowercase alphabetic characters (a through z), English uppercase alphabetic characters (A through Z), and numbers (0 through 9).

New Password

Verify New Password

Password Reminder

Enter a phrase to help you remember your password, such as 'My Pet' for the password 'Fido.'

Reminder Phrase

Save **Cancel**

You also can input a reminder phrase on the password change screen. On the login page, you have several opportunities to obtain your password, should you lose or forget it.

If you click on '*Need a Password Reminder?*' you will see the password reminder phrase that you typed in appear on the screen.

If you click on '*Forget your password?*' you will receive an email with a new randomly generated password. The email will be sent to the email address that is stored in the HR/Payroll system, which you can verify and change on the home page of Self Service.

If you enter the wrong password 3 times, your account will become disabled, and you will need to contact a Self Service System Administrator to receive a new password. The System Administrator will also receive an email notification that your account has been disabled.

PLEASE ENTER YOUR EMAIL ADDRESS PRIOR TO PROCEEDING. YOU WILL NOT RECEIVE PASSWORD REMINDERS OR OTHER MESSAGES IF THERE IS NO EMAIL IN THE SYSTEM.

How Do I View my Check Stub?

This is the main page of Self Service that you will see when you log in. To view your check stub, click on the “Earnings Statements” link.

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You last logged in on Tuesday, June 14, 2011 at 02:41:59 PM GMT -5

You last logged in from IP Address: 66.54.229.189

Company Message: Welcome to Ceridian Self Service!

Note: This product uses email for important correspondence. You have no email address on record. [Enter your email address.](#)



- You have **0** [Documents pending your approval](#)
- You have **0** [Requests in process](#)
- You have **0** [Documents saved for later](#)
- [All Documents](#)

Personal Information



- [My Profile](#)
- [Change of Address](#)
- [Emergency Contacts](#)
- [Password](#)
- [Email Address](#)
- [Contact for HR Questions](#)

Payroll & Tax



- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Contact for Payroll Questions](#)

You will see a listing of all check history stored in the HR/Payroll database, listed by date. Click on the check number to open the earnings statement.

Earnings Statements

This is the earnings history for this employee. To display detailed information for a specific earnings statement, click the check number.

Check Number	Check Date
000017227	7/29/2005

[Cancel](#)

Employees may view an earnings statement on the screen or click 'Printable Copy' to print the statement.

[Calculate this Check](#)

					CHECK NO : 000017227	
					CHECK DATE : 7/29/2005	
					PERIOD ENDING : 7/23/2005	
					PAY FREQUENCY : BI-WEEKLY	
EMPLOYEE,TEST	ID NUMBER: ILR0552639	STATUS EXEMPT		TAX ADJUSTMENTS:		
123 MAIN AVENUE	BASE RATE: 8.35	FED: SINGLE	2	FED: ST:	STATE AND LOCAL CODES	
CHICAGO, IL 60552	SSN: 125-66-1234	ST1:	2	DI / UC:	PRI: IL LOC1: LOC3:	
		ST2:		LOCAL:	SEC: LOC2: LOC4: LOC5:	
IMPORTANT MESSAGE						
HOURS AND EARNINGS		TAXES AND DEDUCTIONS		SPECIAL INFORMATION		
CURRENT		Y - T - D		CURRENT		
DESCRIPTION	HOURS/UNITS	EARNINGS	HOURS/UNITS	EARNINGS	DESCRIPTION	
REGULAR	80.00	800.00	80.00	800.00	401K MATCH	
TOTAL H/E	80.00	800.00	80.00	800.00	43.27	
PRE-TAX ITEMS		AFTER-TAX ITEMS		CURRENT NET PAY DISTRIBUTION		
401K		-86.54		-86.54	CHECK AMOUNT	
MEDICAL		-45.00		-45.00	684.76	
DENTAL		-14.97		-14.97		
FSAHC		-35.00		-35.00		
TOTAL PRE-TAX		-181.51		-181.51		
TOTAL	80.00	800.00	80.00	800.00		
	GROSS	PRE-TAX	FIT TAXABLE	LESS TAXES	LESS DEDS	EQ NET PAY
CURRENT	.00	.00	800.00	115.24	.00	684.76
Y-T-D	.00	.00	800.00	115.24	.00	684.76
						TOTAL CURRENT NET PAY
						684.76

[Cancel](#) [Printable Copy](#)

Check Calculation

Employees also have the ability to figure their net pay for a variety of scenarios using the Check Calculation Worksheet. You can access the blank worksheet by clicking on Check Calculations on the Self Service home page. Or, if you click on 'Calculate This Check' at the top of any Earnings Statement, you can bring in earnings information from that check.

Make changes to information such as per pay period earnings, tax exemptions, or permanent deductions. Then click 'Calculate' to see the resulting change to net pay and tax amounts. This information is an estimate of your net pay and doesn't include all variables, such as local taxes. You can make changes to any deductions that are currently taken from your checks. Please note that pre-tax deductions should be entered with a negative sign (-) and post-tax deductions should be entered as positive.

Check Calculation Worksheet

To calculate your net pay, enter the following information and click **Calculate**. An * indicates that the field is required.

Employee Information

Clock Number 1235
Employee Name TEST EMPLOYEE
Street 1 123 MAIN AVENUE
Street 2
City, State, ZIP Code CHICAGO, IL 60552

Earnings Information

Total Earnings * 800.00
Pay Type * Regular
Pay Frequency * B - Bi-weekly
Check Date (mm/dd/yyyy) * 07/29/2005

State Tax Information

Primary State Illinois
Primary State Tax Status * S
Secondary State
Secondary State Tax Status (none)
Primary Local Code
Primary Local Code
Secondary Local Code
State Exemptions * 2
State Adjustment (none)
Local Adjustment (none)
SDI Adjustment Value

Federal Tax Information

Federal Tax Status * S
Federal Exemptions * 2
Federal Adjustment (none)
FICA/FUTA Code

Deduction Information

Deduction	Amount	Percent
401K - 401K	-86.54	0
MED - MEDICAL	-45.00	0
DENTL - DENTAL	-14.97	0
FSAHC - FSAHC	-35.00	0

Calculate

Cancel

What Other Changes Can I Make Using Self Service?













The 'Payroll & Tax Information' menu provides you access to a variety of other activities, including Changes to Direct Deposits and Federal tax elections. Clicking on 'Contact for Payroll Questions' will open your default mail system with the 'To' field pre-populated with the payroll contact for your company.

Direct Deposit Changes

Changes to Direct Deposits

This is your current direct deposit information. To make changes, enter the new information and click **Save**. To deposit the remainder of your paycheck in an account, click **Deposit Remainder** for that account. To cancel a direct deposit, click the **Cancel** box for that account and then click **Save**.

You can display a [check sample](#) to see the location of the routing, account, and check numbers.

Priority 	Account Type	Account Number 	Routing Number 	Amount	Deposit Remainder 	Cancel
1 	C - Checking 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	N.A.
2 	C - Checking 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	N.A.
3 	C - Checking 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	N.A.
4 	C - Checking 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	N.A.

To add a new direct deposit, or change an existing direct deposit, type in the Account number, the routing number and the specific amount of the deposit. If you would like the entire check to be deposited to the account, leave the *Amount* blank and check the box for *Deposit Remainder*. Clicking on the help icon next to any of the fields will provide you with a picture of a check that will help you to obtain these numbers. **If your bank is not already set up in the Ceridian HR/Payroll Web database, you will receive an error message, and you must send a voided check to your payroll department before the Self- Service system will allow you to enter a direct deposit.**

Federal W4

The Self Service system also allows you to make changes to your Federal tax elections. To view this page, click Federal Tax Form (W4) on the Payroll & Tax menu.

Employee's Withholding Allowance Certificate (W-4)

To add or change your withholding information, enter the following information and click **Save**. If your address is incorrect, change it on the Change of Address page.

You may not be allowed to edit your Employee's Withholding Allowance Certificate (W-4) due to preexisting federal adjustments or FICA overrides.

1. Your Name and Address Information

Employee, Test


123 Main Avenue


Chicago, IL. 60552

2. Your Social Security Number...125-66-1234

3. Marital Status... Single Married Married, but withhold at higher Single rate. 

Note: If married, but legally separated, or spouse is a nonresident alien, click the Single radio button.


4. If your last name differs from that on your social security card, check here. **You must call 1-800-772-1213 for a new card....** 

5. Total number of allowances you are claiming..... 

6. Additional **FEDERAL** amount, if any, you want withheld from each paycheck.....\$ 

7. I claim exemption from withholding for 2005, and I certify that I meet **BOTH** of the following conditions for exemption:

- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.

If you meet both conditions, check EXEMPT here..... **EXEMPT** 

8. Employer's Name and Address

9. Office Code (optional).....

10. Employer's Federal Tax Identification Number:

There are two ways you can print the Employee's Withholding Allowance Certificate (W-4) form.

- Use the File...Print selection from your browser
- Press the printer icon on the navigation bar

Agreement Section

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

By clicking on this Save button, you have verified that this information is correct.

Make any desired changes to your filing status or number of allowances and click *Save*.

Some changes in the Self- Service system require approval by a Payroll Administrator before they are saved to the HR/Payroll database. Changes requiring approval are: direct deposit changes , address changes and Federal W4 changes.

To find out the status of transactions that you have submitted, go to the ‘To Do’ section of the Home page in Self Service.



- You have **0** [Pending Documents](#)
- You have **1** [Requests in Process](#)
- You have **0** [Documents Saved but Not Submitted](#)

You have 1 Requests in Process means that you have submitted 1 document for approval. Click on the Blue link *Requests in Process* for details.

These are documents (requests) that you submitted.

Documents You Submitted

To review the status of a request, click a document ID. To hide documents that are already processed, click the **Archive** box for those documents and then click the **Archive** button.

Document ID	Submitted Date	Description	Status	Archive
52702	8/9/2005 1:23:49 PM	W4 Validate and Save for Employee, Test	Placed in tray 'HRPR', awaiting action.	<input type="checkbox"/>

[Check All](#) [Uncheck All](#)

[Archive](#) [Cancel](#)

You can see the date that you submitted the change, a description of the change and the status. This W4 change is waiting to be approved by the HR/Payroll Administrator. You can click on the document ID number for even further detail on the change history.

You also have the option to archive documents on this page. Please note that when a ‘document’ has been archived, it cannot be retrieved and will no longer appear on this screen.

When a document has been saved to the HR/Payroll database, you will see that the status indicates that the ‘*Document has been Committed*’.