

### HR DIRECT RELEASES NEW EMPLOYEE SELF SERVICE FEATURES

In May 2010, you will have access to the following *new* features to enhance your HR Direct Employee Self Service (ESS) experience:

- Direct Deposit Information (Enroll, View, Update)
- Address Information (View and Update)
- W4 and M4 Information (View and Update)
- W-2/W-2c Information (View and Print)
- Personal E-mail Information (View and Update)
- Personal Phone Information (View and Update)

### UNDERSTANDING DIRECT DEPOSIT

You will have access to enroll in, view, and update your Direct Deposit information.

#### ***Can I change my direct deposit information?***

Yes, you can enroll in direct deposit, update your bank account information, add additional accounts and change the amount of money allotted to each account. Remember to check and double check any account number changes you make. The process confirms the validity of the bank routing number and bank account, not the name on the account.

#### ***When will my direct deposit updates process?***

New and updated direct deposit information changes may take up to two pay periods to take effect. You may want to confirm with your bank that your account has been set up to receive direct deposit.

#### ***What if I don't have direct deposit?***

Enrolling is easy and there are many benefits to direct deposit, including safety (no worries about losing your paycheck) and simplicity (your paycheck is automatically routed to your bank account).



### ACCESSING YOUR W4, M4, W-2, & W-2C

#### **VIEWING AND UPDATING YOUR W4/M4 INFORMATION**

Your federal and state withholding tax information will now be available to review on HR Direct.

#### ***Can I update my W4/M4 information?***

Yes, most employees will have the ability to update this information with the exception of nonresident aliens (NRA). If you are a nonresident alien, you will receive additional information on how to maintain your W4/M4 information.

#### ***What can I update on my W4?***

You can update your federal filing status, declared allowances, and additional withholding amounts, if any.

#### ***What can I update on my M4?***

You can update your state withholding allowances, marital status, additional amounts, and filing status.

#### **VIEWING AND PRINTING YOUR W-2/W-2C FORMS**

You will have access to view your W-2/W-2c tax forms starting with your 2009 W-2/W-2c information. You can also print this information as an Adobe PDF document. You will still receive a printed copy of your W-2/W-2c around the end of January.

### Home and Mailing Address

Regina Howard

If you need to add or update an address where the country is not "USA", contact your campus HR/Payroll office.

In addition, not all university systems are integrated (share data) which means that if there are other UMASS applications that require this same information (i.e. Student Systems, Accounting Systems, etc.) you may also need to inform them of your information change.

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	07/06/2004	USA	6 Main Street Newbury, MA 01951	<a href="#">Edit</a>
Mailing	Current	03/30/2010	USA	PO Box 5879 Newburyport, MA 01950	<a href="#">Edit</a>

SNEAK PEEK: HOME AND MAILING ADDRESS PAGE

## UPDATING PERSONAL INFORMATION: ADDRESS, E-MAIL, AND PHONE

### MODIFYING YOUR HOME & MAILING ADDRESS

You will now have access to modify your home and mailing address on the Personal Information Summary page. When you make changes, please verify the updated information. These addresses are directly tied to receiving important employee benefit information.

Nonresident alien (NRA) employees will not be able to modify addresses. NRAs will receive additional information on how to process an address change.

#### ***Can I modify my business address?***

No, you can only update your home and mailing address. If you notice an error in your business address, please follow the current process for updating that address.

### UPDATING YOUR PHONE & E-MAIL INFORMATION

You will now have the option to update your personal phone and e-mail information through the Personal Information page.

You can choose to add, delete, or update a phone number or e-mail address.

#### ***Can I modify my business phone or e-mail?***

No, you can only update your personal phone and e-mail information. If you notice an error in your business phone or e-mail address, please follow the current process for updating this information.

## YOUR KNOWLEDGE CENTER: JOB AIDS, SCREENCASTS, & MORE!

### EMPLOYEE SELF SERVICE TRAINING TOOLS

The University will provide employees with the following training materials:

- **Job Aids:** Step-by-step instructions on all new ESS processes.
- **Screencasts:** Watch quick videos on key ESS processes.

This information will be posted to the HR Direct website: [www.massachusetts.edu/hrdirect](http://www.massachusetts.edu/hrdirect).

### HUMAN RESOURCES/PAYROLL OFFICES

The Human Resources and Payroll Offices will receive troubleshooting documents to help support the new self service functionality.

## GETTING SUPPORT ALONG THE WAY

### TECHNOLOGY SERVICE CENTER INFORMATION

The Service Center is here to support you with any application issues when the new ESS functionality goes live in late April.

Email: [UITS.TSC@umassp.edu](mailto:UITS.TSC@umassp.edu)

Phone: 774-455-7777

Hours: 8:00AM–5:00PM

Please make sure to send along detailed information with your request/question.

### HR DIRECT WEBSITE

Keep up to date on the HR Direct application at the HR Direct Website: [www.massachusetts.edu/hrdirect](http://www.massachusetts.edu/hrdirect)