

Northeastern University

Human Resources Management

Employee Self-Service

Northeastern's **Employee Self-Service** system in **myNEU** contains **Personal Information** such as home address, campus mail drop, and phone numbers, as well as **Employment Data** including pay, benefit, and tax information. In addition, **myNEU** enables you to connect directly with Northeastern's **Benefits** website as well as with our retirement and commuter benefit vendors.

Employee Self-Service is password protected and accessed the same way you log on. It's simple:

- Go to myNEU
- Enter your username and password
- Click on the **Services and Links** tab
- Click on **Employee Self-Service**



HRM Benefits and Services ☰ ☱ ☲

Employee Self-Service

Enables you to update all personal information, including emergency contact information, and to view pay statements issued after January 1, 2012.

Human Resources - Benefits

Fidelity

TIAA-CREF

Commuter Benefit

Enables you to enroll online for any public transportation commuter/transit pass in the nation and to be reimbursed for qualified parking expenses; the cost will automatically be deducted from your paycheck using pre-tax earnings in accordance with IRS and state tax regulations.

Employee Self-Service has two tabs: **Personal Information** and **Employee**.

Personal Information

It is important for faculty and staff to maintain accurate information.

When changes occur—home and/or office location(s), emergency contact(s), home, cell, and/or office phone number(s)—please update your information. This will ensure you receive important communications and are notified by NU Alert in the event of an emergency or severe weather. You can view and/or update your information by clicking on **Personal Information**.

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Personal Information *(Continued)*

The fields are:

• Addresses	• Emergency Contact
• E-mail	• Employee Work Location
• Ethnicity and Race	• Campus Mail Drop
• Marital Status	• Phone Numbers
• Preferred First Name	• Veterans Classification

We encourage you to view and update, as necessary, your **Personal Information**. Please note: HRM will update Marital Status after you provide supporting documentation.

Employee Data

The **Employee** tab has seven menu options. The options and a brief summary are:

- **Update Tax Information** displays your current withholdings; you may select this option to change your federal and state tax withholdings.
- **Pay Information** enables you to view your pay statements and earnings history at Northeastern since January 1, 2012.
- **W-2 Electronic Consent Form** enables you to receive your W-2 form electronically, usually two weeks in advance of the mailed W-2 form. It's "green," cost-effective, and secure. *We strongly encourage all faculty and staff to receive their information electronically.*
- **W-2 Wage and Tax Statement** enables you to view your annual Northeastern W-2 statements beginning with your W-2 from 2012.
- **Annual Benefits Statement** provides a comprehensive summary of the benefits you elected for the previous year and the benefits you elected for the current year. The statement identifies the contributions made by Northeastern on your behalf as well as your contributions.
- **Employee Directory** enables you to look up title and contact information for faculty and staff.
- **Jobs Summary** enables you to view your job history at Northeastern since January 1, 2012.

If you have questions about **Employee Self-Service**, please contact the HRM Customer Service Center, 617.373.2230 or HRMInfo@neu.edu.