

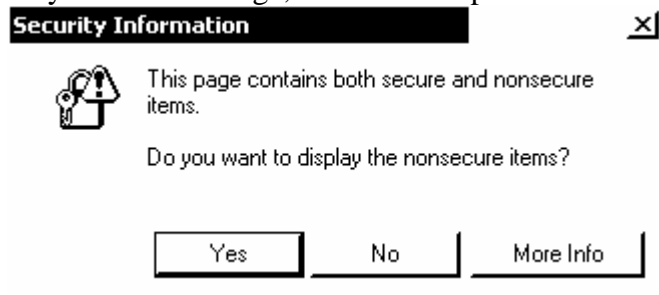
MyEmployeeInfo Help Sheet (rev 01/05)

- 1) Please select a web browser from your desktop. We recommend the following browsers based on the operating system: For Windows: Internet Explorer (e) 6.0.2 and Firefox 1.0; for Macintosh: Safari 1.2.4 and Firefox 1.0; for Linux: Firefox 1.0 and Konqueror 3.3. You may find the icon browser on the desktop or from the Start menu (generally in the bottom left corner) under Programs.



- 2) In the address field at the top of the web browser, type in the web site address: <https://staff.ku.edu> and press enter on the keyboard or you may use the link to the Kyou portal that is provided at www.ku.edu.

- 3) You may see this message, select Yes to proceed.



- 4) Using the mouse, click Login – far right-hand side

Welcome Name - Please Login



- 5) Type in your KU Online ID and password. If you have a KU Exchange email account, this will be the same ID and password. When done, select the enter button with your mouse or use the enter key. It is very important that you do not give this sign on information to others since it grants access to your personal and confidential information.

KU Online ID Login

Please log into the KU portal

Enter your KU Online ID and password below. ([Help](#))

If you have an Exchange account, your KU Online ID is the same as your Exchange username and password.


Online ID:

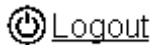
Password:

- 6) You may select Help, (top right hand side) to access a web page with tips on using the Kyou portal.

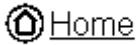


- 7) Tools – You should use the Tools on the web site instead of the ones on the browser tool bar.

 Use the arrow back button once you get into the pages to go back to the previous page – displayed on the left hand side. Do not use the back button on the browser.



When you are done viewing, please use the Logout option on the right hand side of the page and quit/exit/close your web browser to insure the privacy of your information.

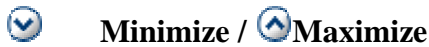


If you want to go back to the MyEmployeeInfo page, use the Home button on the right hand side of the page.

8) Channel Controls (i.e. Section Headings)



The focus icon will hide the rest of the channels on the tab and bring the channel into the center. The un-focus icon (left pointing arrow on the left side of the focused channel) will return to a normal portal view.



The minimize icon allows you to shrink the content of a channel so that only the title/header is visible. To maximize the channel, simply click the maximize icon (only available when the channel is minimized).



The detach icon launches a new browser window with only the channel content contained in it.

Use the right hand side scroll bar (drag mouse) to move up and down on the web page.



9) Display and Printing. To ensure the most clearly formatted output please follow these 3 steps: a) use a recommended browser (see #1); b) Use the **Print This Page** button that is available on both the Paycheck and Leave Balance pages and c) set your margins at a minimum of .75. The length of the paycheck will vary based on individual earnings and deductions. The view and printing from the browser will vary based on individual computer settings and browser version; the portal does not control this.

10) Select MyEmployeeInfo by using the mouse and clicking on the tab to access the HR/Pay data available.

Welcome Your Name Here

Please Log out and close your browser to exit.

Logout Help Home



11) Click using your mouse on the menu option listed to open up the individual menu options.

Compensation Information



[View My Paychecks and Leave Balance](#)

12) Click using your mouse on the menu option you want to view. Only menu options for which you have data are displayed.

View My Paychecks

View My Leave Balance

13) Links – Several links are provided in the paycheck and leave pages for one-step navigation.

- [Comp Info Home](#) – will take you back to the web page with the 2 menu options.
- [Help Paycheck View](#) and [Help Leave Balances View](#) – explains in detail the items on the page.
- [Paycheck Selection](#) – provides a listing of all payroll checks that you are able to view on the portal. We will keep the current calendar year plus the past calendar year available for viewing.
- [View My Leave Balances](#) – will take you directly to view your leave balances.
- [View My Paychecks](#) – will take you directly to the last paycheck posted.

14) View My Paychecks

This option brings up the latest check calculated. You will need to note the **Check Date** (middle top box) as paychecks may display approximately one week before payday. You may view past checks (current calendar year and one past calendar year) by using **Paycheck Selection**.

YTD – Year to Date Balances are only displayed on the last paycheck listed. You should print the final check of the calendar year if you want to compare to your W-2.

View Paycheck

[Comp Info Home](#) [Print This Page](#)

Your Social Security Card Name (Your State ID)

University of Kansas

For a prior pay period, click [Paycheck Selection](#) [Help Paycheck View](#) [View My Leave Balances](#)

<p>Your Name Your Address</p> <p>Job Title: Official State Job Title</p>	<p>Employee ID: KU Employee ID</p> <p>Department: Department #</p> <p>Location: KU</p> <p>Pay End Date: Date</p> <p>Check Date: Pay Date</p>	<p>TAX DATA: Federal KS State</p> <p>Marital Status: Displays what you are claiming on your deduction forms (W-4).</p> <p>Allowances: Tax Data information not Personal Data.</p> <p>Addl. Percent:</p> <p>Addl. Amount:</p>
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	Total Earnings	Cur TaxableGrs	Total Taxes	Total Deductions	Net Pay
Current	Displays current amounts for this paycheck only for each column.				
YTD	Displays year to date values on the <u>last paycheck created</u> - print if you want to keep these balances				

Earnings				Taxes		
Description	Hours	Rate	Amount	Description	Amount	YTD Amount
Earnings Codes reported through time and leave are displayed here .			Current paycheck earnings amounts are displayed here if applicable .	Fed Withholding	Current paycheck deductions are displayed here if applicable.	Year to Date is only displayed on the latest check.
				Fed MED/EE		
				Fed OASDI/EE		
				KS Withholding		
Total:			Current Earnings Total	Total:	Current Tax Totals	

Before-Tax Deductions			After-Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
<i>Lists employee before (pre)- tax deduction types and amounts.</i>		<i>Year to Date is only displayed on the latest check.</i>	<i>Lists employee after (post)- tax deductions and amounts.</i>		<i>Year to Date is only displayed on the latest check.</i>	<i>Lists employer paid benefits and amounts.</i>		<i>Year to Date is only displayed on the latest check.</i>
Total:			Total:			Total:		

* Taxable

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Account Number	Amount
<i>Electronic Deposit or Paycheck</i>			<i>If electronic deposit (EFT), the account type and the last 4 digits of the account are displayed.</i>	<i>Amount deposited in each account listed.</i>
Total:				<i>Net Pay</i>

A listing of the paycheck deductions codes is located at http://www.hreo.ku.edu/files/documents/portal_deduction_codes.pdf

15) View My Leave Balances

This option displays the leave balances as of the last regular payroll calculation as noted after *Leave as of*.

View Leave Balances

[Comp Info Home](#)

[Print This Page](#)

Your Social Security Name (Your State ID)

University of Kansas

Leave as of: *Date*

[Help Leave Balances View](#)

[View My Paychecks](#)

Leave Type	Begin Balance	Earned	Taken	Adjust	Adjust Date	End Balance
<i>Types are listed here (vacation, sick etc.)</i>	<i>Hours Displayed if applicable</i>	<i>Hours earned or taken in this payroll period are displayed. *</i>		<i>Hours adjusted from prior periods or overages.*</i>	<i>Future Use</i>	<i>Hours displayed</i>
						<i>* Unclassified - for payroll periods in which vacation is not earned, this unearned leave will be reflected in the Earned column and then adjusted out in the Adjust column.</i>