Log On To PeopleSoft HRMS Module (ND HE Self Service)

1. With an open browser (Internet Explorer) navigate to the UND Home Page (http://www.und.edu/). In the main page heading area, click on Faculty & Staff to navigate to The University of North Dakota Faculty & Staff page.

2. Then, click on the UND Employee Self-Service Button.

3. Log-In with your User ID and Password:

   Example: Jane Doe (Full Name)
   User ID = jdoe (all lower case text)

   **NOTE** If you do not know your User ID and Password, contact the NDUS Help Desk at (866) 457-6387 to acquire this information for future use.

4. With a successful log-in, you should see the following ORACLE Menu Page: (not everyone’s Menu will look the same depending on their access)

5. Within the Menu, you make your choices:

   View:
   - Personal Information
   - Payroll and Compensation
   - Benefits
Review and update your personal information.

Select Proper Links To View Your Information:
- Personal Information Summary
- Data Privacy

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

Select Proper Links To View Your Information:
- View Paycheck
- Direct Deposit
- Compensation History
- Voluntary Deductions
- W-4 Tax Information
- W-2 Information

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

Select Proper Links To View Your Information:
- Benefits Summary
- Leave Balances
- Flexible Spending Accounts
- Life Event Change

6. After viewing all information, remember to click the “Sign Out” link (located in upper right-hand corner of browser screen)