








HR SELF-SERVICE CHECKLIST

<p>HR Services</p> <p>Holy Cross Human Resources hr@holycross.edu 508-793-3391 Monday - Friday, 8 a.m. to 5 p.m.</p>		<p>My Emergency Notification</p> 
<p>Company Directory</p> 	<p>Personal Details</p> 	<p>Benefit Details</p> 
<p>Payroll & Compensation</p> 	<p>My PTO (Paid Time Off)</p> 	<p>My To-Do's</p> 

Personal Details

Address & Contact Info

Emergency Contact

Pronouns

EEOC Info - Ethnicity, Disability, Veteran Status

Benefit Details

Dependents

Beneficiaries

My Emergency Notification

Manage Alert Data & Settings

Payroll & Compensation

Direct Deposit

W2 & W4 Data

Have questions or need assistance, please email [HR](mailto:hr@holycross.edu).

***Note Regarding the Form I 9 Tile** - The Form I-9 was made available in PeopleSoft as of November 2012, replacing the College's previous solution used to manage the Form I-9. Employees hired prior to November 2012 may have an **Action Required** message displayed on the Form I-9 tile that can be ignored. Please contact HR with any questions